



**US Army Corps
of Engineers**
Alaska District



UNITED STATES ARMY CORPS OF ENGINEERS (USACE)



ALASKA DISTRICT

HANDBOOK FOR CIVILIAN PERMANENT CHANGE OF STATION (PCS)



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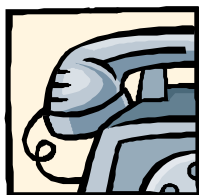
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POINTS OF CONTACT – PCS TRAVEL

Financial Specialist (PCS Primary)	907-753-5585
Accountant	907-753-5543
Accountant	907-753-5547
Accountant	907-753-2569
Accountant	907-753-2584
Real Estate	907-753-2849
Logistics Management	907-753-2560
SATO TRAVEL	907-753-2558



MAILING ADDRESSES

Please forward all original copies of your PCS vouchers to the following mailing address:

US ARMY ENGINEER DISTRICT, ALASKA
CEPOA-RM-F
P.O. Box 6898
Elmendorf AFB, AK 99506-0898

To expedite payment/receipt of advance funds, we require all PCS travel claims be paid by Direct Deposit/Electronic Funds Transfer (DD/EFT) into your bank account.



ACRONYMS

CONUS	Continental United States – the 48 contiguous States and the District of Columbia
DTOD	Defense Table of Official Distances
EFT	Electronic Funds Transfer
FICA	Federal Insurance Contributions Act
FWT	Federal Withholding Tax
GBL	Government Bill of Lading
HHG	Household Goods
HHT	House Hunting Trip
IRS	Internal Revenue Service
JTR	Joint Travel Regulations, Volume 2
OCONUS	Outside the Continental United States—Alaska is included in this area
PCS	Permanent Change of Station
PDS	Permanent Duty Station
POC	Privately Owned Conveyance
POV	Privately Owned Vehicle
RITA	Relocation Income Tax Allowance
TQSE	Temporary Quarters Subsistence Expenses
UFC	US Army Corps of Engineers Finance Center—located in Millington, TN (our disbursing office)
WTA	Withholding Tax Allowance



GENERAL INFORMATION

WELCOME TO THE ALASKA DISTRICT

This handbook is intended to be a helpful guide to Civilian PCS entitlements. The information and examples used are generalized. We've tried to address the most frequently asked questions. It does not have the answers to all your questions and is not an authoritative source. The Joint Travel Regulations, Volume 2 (JTR) contain binding provisions concerning relocation allowances. If you need further information please contact one of the individuals at the numbers under Point of Contacts (POC).

All advances (loans to be repaid) and settlement vouchers are processed by the payment office responsible for servicing the funds on the orders. Settlements are filed within 5 workdays of the completion of each portion of travel (i.e., House hunting, En route, 1st 30 days TQSE, etc). Entitlement is computed, mandatory taxes are withheld and unliquidated travel advances are cleared, with the remainder paid to you. Although you have two years in which to complete your move, submit vouchers promptly for liquidation of travel advances and timely reconciliation of funds. **A delay in filing your voucher can delay reimbursement of expenses!**

We strongly recommend you save every document (receipt, bill of sale, invoice, etc...) for every incurred expense in your move, for reimbursement and/or tax purposes. All requests for payment must be accompanied by a DD Form 1351-2 travel voucher. Be sure to keep a copy of anything you submit and a copy of all settled vouchers for your records.

References cited:

- Alaska District Employee Regulation [POAR 690-1-600](#).
- Alaska District Policy Letter No. 15 at: [N:\PUBS\POA\Pol_ltrs\No. 15 Temporary Quarters Subsistence Expense \(TQSE\).pdf](#)
- UFC 98-05 PCS SOP, May 2000, guidance from the USACE Finance Center. Internet site: http://www.fc.usace.army.mil/adobe/pub/ufc_05.pdf
- Army Pamphlet 55-16, 1 August 1991, guidance for Army Employees: Internet site: http://www.usapa.army.mil/pdffiles/p55_16.pdf
- Joint Travel Regulations (JTR), Volume 2 governing Department of Defense personnel. Internet site: <http://www.dtic.mil/perdiem/jtr.html>
- Federal Travel Regulation (FTR), Chapter 302 governing all Federal employees. Internet site: <http://policyworks.gov/org/main/mt/homepage/mtt/FTR/ch302tc.html>



GETTING READY TO GO

1. Transportation Agreement and Travel Order:

- a. Transportation Agreement (UFC SOP 98-05, JTR paragraphs C4001 through C4012): Before being issued a travel order (DD-1614) the traveler will, in most instances, be required to sign a Transportation Agreement (DD1618) agreeing to remain with the Government for a period of not less than twelve (12) months. This form, along with the travel order, is prepared by the PCS Travel Approving Office, which is the hiring office.
- b. PCS Travel Order (UFC SOP 98-05, JTR paragraphs C1050-C and C3050). The travel order is the key to an authorized move. **Read it carefully.** **AFTER** receiving the travel order, the traveler may complete travel plans, make the necessary arrangements for shipment and/or storage of household goods, personal vehicle, and personal effects and begin to put personal affairs in order. Caution, any PCS related expenses incurred prior to the receipt of official PCS travel orders will be interpreted as 'personal choice' and not as a result of the PCS, and therefore, not reimbursable by the JTR. The Transportation Officer, John Regis, 907-753-5563, will advise travelers regarding shipment of household goods and vehicles. If commercial transportation is used for en route travel, please contact the Alaska District SATO Office at 907-753-2558.
- c. Amendment or Cancellation (UFC SOP 98-05, JTR paragraphs C3053 and C3054). An amendment and/or cancellation of a PCS travel order is prepared by the PCS Travel Approving Office. Cancellations of travel orders by employee may result in personal liability of any costs incurred.

2. Signing up for Electronic Funds Transfer (EFT):

Direct Deposit/EFT is required for all travel claims and travel advances within the Alaska District in order to expedite payments to the traveler. The SF 1199A Direct Deposit form is used to sign up for DD/EFT for Travel reimbursements and advances and must be in the system at least 6 working days prior to any claim or advance request being filed. This is a separate form from the one employees are asked to fill out for payroll Direct Deposit. A copy of the form is provided in this booklet and is marked for Other- Travel in block F. Simply fax a completed SF1199A to 907-753-2569 or mail to the address listed in the front of this handbook.

3. Advance of Funds for PCS Travel and TQSE Expenses (JTR paragraph C1101):

- a. **When traveling from old PDS to new PDS, employees should be advised that the Government travel credit card (currently serviced by Bank of America) is not authorized to be used for PCS-related expenses including en route travel, TQSE, shipment or storage of household goods, real estate expenses, RITA, or miscellaneous expenses.** Employees are encouraged to request an advance of funds to pay for these costs to avoid undue financial stress due to relocation.



- b. An advance of funds for en route travel and transportation expenses will not exceed the total estimated amount to be reimbursed the employee for the following items:
- (1) En route Travel Between Old and New Duty Station: Per diem allowance for employee and/or dependents based on allowable travel time. Mileage allowance, private automobile, based on official distance between old and new duty station.
 - (2) Round Trip Travel to seek Permanent Residence (House Hunting Trip): Per diem allowance for employee and/or spouse based on actual number of days authorized in the travel order. Mileage allowance, private automobile, based on round trip official distance between old and new duty station.
 - (3) Temporary Quarters Subsistence Expense: TQSE allowance for employee and dependents for the initial thirty (30) days of temporary quarters at the rates prescribed earlier. Additional funds may be advanced for subsequent fifteen (15) day periods if Actual TQSE is authorized in the travel order by your Division Chief.
 - (4) Shipment of Household Goods and Temporary Storage: An advance of funds for the cost of transporting household goods is limited to the cost of shipping the estimated weight of the employee's goods within the maximum weight for which an employee is eligible. The advance amount for the cost of temporary storage is limited to the applicable commuted rate (should we remove) for the weight of goods and period of storage, not in excess of ninety (90) days and not in excess of the maximum weight for which an employee is eligible. A request for an advance to cover this expense will be accompanied by a written statement designating the points of origin and destination, the estimated weight of household goods to be shipped, and any anticipated temporary storage not to exceed ninety (90) days. The estimate of weight required in support of the advance may consist of a statement of the estimated weight signed by the carrier selected to handle the shipment or the number of rooms of furniture the employee is moving, plus the weight of personal property equipment, e.g., lawn mower, tools, etc.
 - (5) An advance of funds is **NOT** authorized for Household Goods shipped via Government Bill of Lading (GBL), Fixed Househunting Trip (HHT), Fixed Temporary Quarters Subsistence Expense (TQSE), Real Estate Expenses, and/or expenses applicable to the Miscellaneous Expense Allowance.
- c. Obtaining Payment of the PCS Advance. After the travel order has been issued, the employee or hiring office will prepare and submit a Travel Voucher, DD 1351, accompanied by a copy of the Travel Order, DD 1614. The DD 1351 must be signed by the F&A Officer and the appropriate advance should be indicated in block 16 of the DD 1614. When preparing the DD 1351, complete Part I (Block 2) and Part II (Blocks 1 through 5). Include in Part V (Remarks) the address where you want the check to be sent. All documents should be submitted to Finance and Accounting for processing and forwarding to UFC.



PCS BENEFITS

Possible Entitlements When PCSing to OCONUS:

1. Transferring employees (JTR paragraph C5070) are entitled to travel and transportation expenses for the following items **if specifically authorized** in the travel order:
 - En route Per Diem for employee.
 - En route Per Diem for dependents.
 - En route Transportation for employee.
 - En route Transportation for dependents.
 - Miscellaneous Expense allowance.
 - Transportation and temporary storage of household goods via GBL not to exceed 18,000 pounds (weight of excess baggage while traveling via commercial transportation is included as part of the household goods weight allowance).
 - Real estate expenses and/or unexpired lease (FTR 302-6, JTR paragraph C14000 through C14005).
 - Extended storage of household goods via GBL, if in the best interest of the government.
 - Round trip travel to seek permanent residence (House Hunting Trip-HHT); limited to one trip (discretionary).
 - Temporary quarters subsistence expense (TQSE) for employee/dependents together or separately (discretionary).
 - Shipment of one privately owned vehicle (POV) (discretionary).
2. “First Duty Station Hire” (JTR paragraph C5080) or employees (trainees) being “Assigned Under Government Employee Training Act” are only entitled to travel and transportation expenses for the following items **if specifically authorized** in the travel order:
 - En route Per Diem for employee.
 - En route Transportation for employee.
 - En route Transportation for dependents (no per diem authorized).
 - Transportation and temporary storage of household goods via GBL not to exceed 18,000 pounds (weight of excess baggage while traveling via commercial transportation is included as part of the household goods weight allowance).
 - Shipment of one privately owned vehicle (POV) (discretionary).
3. Tables of entitlements versus discretionary allowances can be found under OTHER ITEMS.

HOUSEHUNTING TRIP (HHT) (JTR. Par. C5600 through C5634)

Payment of travel and transportation expenses for you and/or your spouse, together or individually, for one round trip between the localities of the old and new duty stations for the purpose of seeking residence quarters may be authorized when circumstances warrant it. A requirement for authorization is that both the old and new PDS must be located within the United States. A round trip performed by you, the employee, must be accomplished before reporting to the new permanent



duty station (PDS). The days authorized for a HHT count towards the total number of days authorized for TQSE. You are in a duty status at no charge to leave during the authorized absence, assuming the most advantageous route to the government is used. There are two methods of HHT that may be authorized: Lodgings-Plus Method and Fixed Amount Method.

1. Lodgings-Plus Method: The applicable maximum per diem rate for househunting trips is the locality rate of the new permanent duty station. Lodging is paid on an actual expense basis for the single room rate not to exceed the locality lodging rate (receipts are required). The employee is entitled to 100% of the locality rate and the spouse is entitled to $\frac{3}{4}$ of the employee's rate (assuming the employee and spouse traveled together). The meal allowance is paid without receipts or itemization. The total number of days payable for HHT may not exceed 10 days. Separate round trips by you and your spouse are allowed, however the overall cost to the Government is limited to the cost of one round trip for you and your spouse traveling together.

2. Fixed Amount Method: The applicable maximum per diem rate for househunting trips is the locality rate of the new permanent duty station multiplied by 6.25 if the employee and spouse both utilized (together or separate) the HHT. If only 1 person (employee or spouse) utilizes the HHT then the applicable locality rate is multiplied by 5. For example, if the locality rate were \$166 (lodging plus M&IE), you and your spouse both utilizing a HHT then you would receive \$1,037.50 (166×6.25). If only 1 person utilizes a HHT then the payment would be \$830.00 (166×5).

EN ROUTE TRAVEL (JTR. Par. C5050)

1. En Route Travel, Transportation via POV: When travel via privately owned conveyance (POC) is authorized, mileage will be reimbursed as follows:

- \$0.15 per mile for one authorized traveler
- \$0.17 per mile for two authorized travelers
- \$0.19 per mile for three authorized travelers
- \$0.20 per mile for four or more authorized travelers

a. In addition to the mileage allowance, ferry, bridge, road, and tunnel tolls are allowable.

Parking fees are not allowable. The listed reimbursable items should be claimed on the travel settlement voucher under reimbursable items.

b. **One** privately owned vehicle (POV) may be shipped at Government expense to, from and between permanent duty stations **outside CONUS only when authorized**. According to DA PAM 55-16, authorization for shipment of POV is individually determined in each case and must be stated in the travel order. The allowable transportation expense is limited to over water shipment including port handling charges. Overland shipment of a POV by Government means or at Government expense is prohibited.

c. The applicable mileage rates listed above are for the use of two (2) privately owned vehicles per household. Authorization for a third, fourth vehicle, etc. must be authorized/approved if determined to be appropriate and advantageous to the government through the Secretary of the Army.



d. The authorization/approval required in paragraph c above for the use of more than two automobiles will be shown in the 'Remarks' section of the travel order and the travel voucher.

2. En Route Travel, Transportation via Commercial Methods:

a. Bus, train, or special conveyance may be used for short distance travel. Aircraft is normally used for long distance travel since it results in the lowest overall cost to the Government. DOD policy requires that the most economical transportation will be used. In regard to travel by commercial aircraft, it is the policy of the Government that employees who use commercial air carriers inside or outside the continental United States for official travel will use coach accommodations. However, business class may be used if coach accommodations are not available on U.S. carriers. Only limited exceptions to this policy will be permitted. Authority for authorizing or approving the use of first-class air accommodations is limited to the Executive Secretary for personnel within OSD and Defense Agencies, the Service Secretaries and the Chairman, Joint Chiefs of Staff, with limited authority to re-delegate.

b. If you are to travel by common carrier, give a copy of your travel order to the transportation /traffic management office at your duty station. That office will issue you a Government Transportation Request (GTR) and issue you your ticket(s).

c. If the Ferry (Alaska Marine Highway System) is used as part of en route travel, all arrangements must be done through the Alaska District SATO Travel Office. (Note: the applicable mileage rate allowance and car ferry fees apply to each authorized automobile.)

3. En Route Travel-Per Diem:

a. When a POV is used for purposes of en route travel, per diem will be paid for the lesser of either the actual travel or constructive time at an **average distance of three hundred fifty (350) miles per day for the official distance between the old and new duty stations**. Mileage is four hundred (400) miles for those activities participating in the Travel Re-engineering Initiative. In applying the 350/mile rule for PCS travel by private automobile, constructive time is compared on a constructive day basis from the first day the employee starts traveling regardless of Saturdays, Sundays, holidays, road conditions, etc. An exception to the daily minimum driving distance of 350 miles may be made when travel is delayed for reasons clearly beyond the control of the employee. The reason for the delay must be stated on the travel voucher or if additional space is required as an attachment to the voucher.

b. When leave is taken while an employee is in a travel status, the exact hour and day of departure and return to duty status must be shown in the 'Remarks' section of the travel voucher.



c. Receipts are required for hotel/motel lodging. If your family stays in the same room, obtain a statement of the single rate for the room occupied. The single occupancy rate must be indicated on your receipt in order to process correctly in IATS.

d. Per diem is not payable for twelve (12) hours or less for en route travel.

e. An example of per diem rate calculations for a transferring employee (based on CONUS standard rate) for 'en route travel' are as follows:

- (1) Employee, or spouse unaccompanied by employee.....\$86.00
- (2) Accompanying spouse, three-fourths (3/4) of employee's daily rate.....\$64.50
- (3) Each other family member twelve (12) years or older,
three-fourths (3/4) of employee/unaccompanied spouse rate.....\$64.50
- (4) Each family member **under** twelve (12) years, one-half (1/2) of
employee/unaccompanied spouse rate.....\$43.00

TRAVEL TO ALASKA BY AIR OR SURFACE MODES

Travel to Alaska may be accomplished via commercial air travel, via POV driving the Alaska - Canadian (ALCAN) highway, and/or via POV to Bellingham, Washington proceeding via the Alaska Marine Highway System (Ferry) to Alaska. Travel arrangements for commercial air travel and the Alaska Marine Highway Ferry System can be made through the Alaska District's SATO Travel Office at (907) 753-2558 or the Alaska District Travel Desk (907) 753-2560. Please contact either of these two numbers to make travel arrangements to Alaska.

Information for traveling through Canada can be found at the following website:

<http://www.cbsa-asfc.gc.ca/E/pub/cp/rc4161/rc4161-e.html>

Information on persons who will have problems entering Canada is available at:

<http://www.canadianembassy.org/immigration/inadmissible-en.asp>

TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) (JTR. PAR. C13105)

TQSE is a discretionary allowance that is intended to reimburse employees for some of the costs for lodging, food, and other necessities while awaiting permanent residence. Government temporary quarters are required, if available. Please call the your administrative contact for the phone numbers of government quarters in the area of your new PDS to check availability and make reservations. TQSE may be offered in the following forms:

- 1. TQSE (AE) actual expense reimbursement.
- 2. TQSE (F) fixed amount payment.



1. TQSE (AE):

a. When it is necessary to occupy temporary quarters incident to an employee's transfer to a new duty station, subsistence expense allowances may be authorized for you and your dependents for a period not to exceed 30 consecutive days initially. Subsistence expenses include the cost of temporary lodgings, meals and/or groceries, tips and fees incident to meals and lodgings, laundry, cleaning and pressing of clothing while the employee is looking for a permanent residence at the new duty station. Reimbursement for groceries is limited to those food and laundry items consumed or used, while occupying temporary quarters. Expense of local transportation is not reimbursable. The location of the temporary quarters must be within reasonable proximity of the old or new official station. TQSE must begin not later than 30 days from the date you report for duty at the new duty station, or not later than 30 days from the date the dependents vacate permanent residence at the old duty station. The period of time allowed for TQSE will begin for the employee and all dependents when either the employee or any dependents begins the use of quarters for which a claim for reimbursement is made. The time period will run concurrently for the employee and all dependents. The employee may occupy quarters at another location. The period of eligibility will terminate when the employee or any dependents occupies permanent residence or when the authorized period of time expires, whichever occurs first. The use of TQSE may begin as soon as the employee's travel order is issued and the written transportation agreement signed.

b. Extensions beyond the first 30 days may be authorized only in situations where there are compelling reasons for continual occupancy of temporary quarters and must be approved in writing by the Division Chief. Requests beyond 60 days will require the Commander's approval. **The Alaska District TQSE Policy Letter #15 gives further guidance for requesting extensions of TQSE.** The total period of time in temporary quarters will **not** exceed one hundred twenty (120) days under any circumstance, including the period of time used to perform a house hunting trip. Examples of compelling reasons, which could be considered as beyond the employee's control, are as follows:

- Shipment and/or delivery of household goods is delayed due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, or floods or other acts of God.
- New permanent residence cannot be occupied because of unanticipated problems i.e., delays in settlement on new residence, etc.
- Inability to locate permanent residence which is adequate for family needs because of housing conditions at the new duty station.
- Sudden illness, injury, or death of employee or immediate family member.

c. An example of per diem rate calculations (**based on standard CONUS rate**) for TQSE follows:



FIRST THIRTY-DAY PERIOD

Employee, or spouse unaccompanied by employee	\$86.00
Accompanying spouse, three-fourths (3/4) of employee's daily rate	\$64.50
Each other family member twelve (12) years or older, three-fourths (3/4) of employee/unaccompanied spouse rate	\$64.50
Each family member under twelve (12) years, one-half (1/2) of employee/unaccompanied spouse rate	\$43.00

SECOND THIRTY-DAY PERIOD and ADDITIONAL SIXTY DAYS

Employee, or spouse unaccompanied by employee, three-fourths (3/4) of employee's daily rate	\$64.50
Accompanying spouse, one-half (1/2) of employee's daily rate	\$43.00
Each other family member twelve (12) years or older, one-half (1/2) of employee/unaccompanied spouse rate	\$43.00
Each family member under twelve (12) years, two-fifths (2/5) of employee/unaccompanied spouse rate	\$34.40

d. Reimbursement for TQSE(AE) will be limited to the actual expenses incurred, not to exceed the maximum amount authorized, providing that expenses directly related to the occupancy of temporary quarters are reasonable in amount and can be substantiated. Receipts are required for any single expense of \$75 or more, lodging costs (receipts required regardless of cost), and laundry and dry cleaning, except coin-operated facilities. A daily itemization of expenses must be made on ENG Form 4743-R showing daily lodging costs, meal costs (breakfast, lunch, dinner breakdown required) and laundry.

The Finance and Accounting Officer has the right to require receipts or additional supporting documentation for meals/groceries and other expenses claimed that are determined to be unreasonably high for the location of the temporary quarters.

e. If temporary quarters are a facility where meal preparation is available and is used, the cost for groceries consumed for each meal is allowable. If part of the daily meals taken are prepared in the quarters and others are taken in commercial facilities, notation must be made on the claim.

f. The total amount claimed for TQSE(AE) must be recorded on the travel voucher. If travel status and occupancy of temporary quarters occur in the same day, the employee must indicate the date and time of arrival and/or departure in the 'Remarks' section of the travel voucher. The date that occupancy of permanent quarters begins, or the date that household goods are moved into quarters must also be shown in the Remarks section.



2. TQSE (F):

- a. The order-issuing/authenticating official, not the employee, determines if TQSE(F) is permissible. If the order-issuing/authenticating official chooses, TQSE(F) may be offered to the employee. The employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE) if the order-issuing/authenticating official authorizes/approves TQSE. TQSE(F) is a lump-sum payment based on the locality per diem rate at the new PDS. TQSE(F) may be authorized/approved for the number of days determined necessary, up to 30 days (***NOTE: the order-issuing/authenticating official is not required to authorize/approve the full 30 days***).
- b. Considerations - When deciding whether or not to offer TQSE(F) to an employee, the order-issuing/authenticating official should consider:
- Ease of Administration. TQSE(AE) requires review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount. No review is required for TQSE(F), because receipts and supporting statements are not required.
 - Cost Considerations. TQSE(AE) may continue for up to 120 consecutive days. **TQSE(F) is limited to no more than 30 days**, with no extensions under any circumstances. TQSE(AE) is based on the lodgings-plus system in OCONUS locations (which includes Alaska). TQSE(F) is based on the maximum per diem rate of the new PDS location.
 - Employee Choice. TQSE(F) is based on a lower percentage of the locality per diem rate. If the order-issuing official offers an employee the option of TQSE(F), the employee must choose between it and TQSE(AE). The TQSE(F) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE). **Once the employee selects a TQSE method, the selection may not be changed.**
- c. HHT - When the employee and/or spouse make a HHT, the number of days used for the HHT **is not** deducted from TQSE(F).
- d. Basis for Payment - payment of TQSE(F) is based on the total number of individuals (employee and dependents) **actually moving** to the new PDS, **not** the number of individuals actually occupying temporary quarters.
- e. TQSE(F) Per Diem Rates/Percentages. The per diem rate used for TQSE(F) payment is the maximum locality per diem rate for the **new PDS** locality (CONUS or OCONUS) at the time the employee accepts the offer. **The amount of the lump sum payment is not changed by any increase or decrease to the new PDS per diem rate after the employee accepts the offer.**

Percentage Paid. The maximum allowable daily amount is 75% for the employee and 25% for dependents.



TQSE(F) Computation Example.

Data Used.

Number of days authorized/approved for TQSE(F) = 30 days
Locality per diem rate = \$90 (lodging) + \$30 (M&IE) = \$120 total per diem
Employee percentage = .75
Dependent percentage = .25
Number of dependents = 4

Calculation for the Employee.

multiply the maximum per diem rate (\$120) by .75. $\$120 \times .75 = \90
multiply that answer (\$90) by the # of days authorized/approved (30)
 $\$90 \times 30 = \$2,700$, so the employee's TQSE(F) payment is \$2,700.

Calculation for the Dependents.

multiply the maximum per diem rate (\$120) by .25. $\$120 \times .25 = \30
multiply that answer (\$30) by the # of days authorized/approved (30)
 $\$30 \times 30 = \900 , so each dependent's TQSE(F) payment is \$900.
There are 4 dependents. Total TQSE(F) payment is \$3,600. $4 \times \$900 = \$3,600$

Total Payment.

In this example above, the employee's TQSE(F) payment is \$2,700 for himself and \$3,600 for four dependents. His total TQSE(F) payment is \$6,300.

TQSE COMPUTATION CHART						
Authorized Traveler	Locality Per Diem Rate	Percentage Rate Authorized	Number of Authorized days	Number of Authorized Travelers	Formula	Total Payment
Employee	120	0.75	30	1	$((120 \times 0.75) \times 30) \times 1$	\$2,700
Dependent(s)	120	0.25	30	4	$((120 \times 0.25) \times 300 \times 4)$	\$3,600
					Total	\$6,300

SHIPMENT OF ONE PRIVATELY OWNED VEHICLE (POV) (JTR PAR. C5200 THROUGH C5248)

One POV may be transported at Government expense when it is determined to be in the Government's best interest for the employee to have their POV use at the new PDS. A determination of whether or not transportation of POV is in the Government's best interest must be made as circumstances change and when the employee agrees to serve a succeeding tour of duty at the same or another OCONUS PDS. A record of determination must be made in writing and filed in the employee's personnel folder.

Transportation at Government expense includes port-handling charges for readying the vehicle for shipment at port of embarkation and for use at port of debarkation. Instructions concerning the



ports from which the vehicle may be shipped are located in the following website:

<http://www.whereismypov.com/>. The PCS order must include the name of the port of embarkation and the port of debarkation. You will need to contact Alaska District Logistics Management at (907)753-5563 or 753-2560 for necessary shipping instructions.

It should be noted that reimbursement (not including per diem) is authorized for one-way travel for the official distance traveled to the port embarkation facility/vehicle processing center at the current applicable TDY mileage rate and the actual cost incurred for one-way return transportation. Reimbursement (not including per diem) is also authorized for the one-way transportation cost actually incurred for travel to the port of debarkation/vehicle processing center and the one-way return at the current applicable TDY mileage rate.

A POV may be shipped to an alternate designated port if authorized on the PCS travel order. The transportation cost to the Government shall not exceed the transportation cost between the ports serving the old PDS/new PDS.

SHIPMENT AND STORAGE OF HOUSEHOLD GOODS (HHG) (JTR, PAR. C5150-5195)

1. Shipment: The maximum net weight of HHG that can be transported at Government expense is 18,000 lbs. There is only one authorized method for shipping to or from OCONUS locations—the Government Bill of Lading (GBL) or actual expense method. Your travel order must state authorization for GBL.

- a. Under the actual expense method, the Government assumes responsibility for awarding contracts and for other negotiations with carriers as the property is shipped on a GBL, the Government audits and pays transportation vouchers directly to carriers.
- b. When a GBL is chosen by the employee, notification must be made to the nearest Government transportation office. The transportation office sets a date with the employee for pickup of household goods. The Government is responsible for the packing of household goods, excepting certain items for safety reasons, i.e., paint, explosives, chemicals, etc. Also, the Government will not move plants or perishable goods.
- c. The employee should make an inventory of all personal property and household goods prior to packing. The carrier will complete an inventory that properly describes the condition of the household goods and will give a copy to the employee. At delivery, the employee should carefully check for loss or damage and note any such losses and/or damages on the delivery inventory prior to signing off. The employee should then notify the JAG office located on Ft. Richardson at (907) 384-0420. The Judge Advocate General (JAG) Claims Officer will instruct the employee on the proper forms to use when submitting the claim for reimbursement.

2. Temporary Storage:

- a. The time allowable for temporary storage in connection with an authorized shipment of household goods may not exceed a period of ninety (90) days initially. However, upon



traveler's written request with justification for the extension request, the initial 90-day period may be extended incrementally up to an additional 90 days if approved by the PCS Approving Officer. Employee is responsible for notification of carrier or transportation office when ready for delivery of household goods. Justification for the additional storage period may include but is not limited to the following reasons:

- (1) an intervening temporary duty or long term training assignment.
- (2) non-availability of suitable housing.
- (3) serious illness of employee or illness or death of a dependent.
- (4) strikes, acts of God, or other circumstance beyond the control of the employee.

b. Routing of the request is the same as the request for additional TQSE. Storage may be at point of origin, destination, en route, or any combination thereof.

3. Non-Temporary Storage (long-term):

a. Extended storage is defined as storage for a member authorized to store household goods while on an OCONUS tour or assigned to an official station at an isolated location in the continental United States.

b. As opposed to temporary storage discussed above, **non-temporary** storage (NTS) of household goods may be authorized for a period NTE the tour of duty plus 30 days prior to the time the tour begins and plus 60 days after the tour is completed, when it is clearly demonstrated that it would be in the best interests of the government. NTS may also extend to subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met. When household goods are placed in non-temporary storage at Government expense, the responsible transportation officer will prepare a Service Order for Household Goods (DD1164) showing the weight of goods and the date placed in non-temporary storage. One copy of the completed DD 1164 will be forwarded to the PCS Approving Officer at the employee's duty station where it will be placed in the employee's official PCS folder for subsequent reference and action purposes.

c. The **maximum** weight of household goods that may be transported or stored at Government expense is limited to eighteen thousand pounds (18,000) for all employees. The weight of any unaccompanied baggage shipped by any mode at Government expense will be considered a part of the household goods. Household goods are considered to be all personal property associated with the home and all personal effects belonging to an employee and dependents when shipment or storage begins, which can be legally accepted and transported as household goods by an authorized commercial carrier in accordance with the rules and regulations established or approved by an appropriate federal or state regulatory authority. This includes a boat and its associated trailer (if it will fit in the moving van), snowmobiles and vehicles with two or three wheels, e.g., motorcycles, mopeds, and golf carts. **However, it does not include the following:**

- (1) cars, trucks, vans, airplanes, mobile homes, campers, trailer, farming vehicles.
- (2) live animals, birds, fowl and reptiles.



- (3) cordwood and building materials.
- (4) property for resale, disposal, or commercial use rather than for use of employee or immediate family.
- (5) privately owned live ammunition.
- (6) hazardous materials

MISCELLANEOUS EXPENSE ALLOWANCE (MEA) (JTR, PAR. C5300 through C5310)

This entitlement is for the purpose of defraying various costs associated with discontinuing a residence at one location and establishing a new residence at another location. The allowance is related to expenses that are common to living quarters furnishings and household appliances and other general types of costs inherent in relocation of a place of residence. A miscellaneous expense allowance will be payable to an employee for whom a permanent change of station is authorized or approved when the employee has discontinued an old and established a new residence in conjunction with the PCS regardless of the locations. Allowances may be paid without being supported by receipts or itemized statements, as follows:

- 1. Employee with No Dependents:** Five hundred dollars (\$500) or the equivalent of one (1) week's basic compensation, whichever is the lesser amount.
- 2. Employee With One or More Dependents:** One thousand dollars (\$1000) or the equivalent of two (2) week's basic compensation, whichever is the lesser amount.
- 3. Claiming MEA:** The MEA is usually claimed on the last TQSE Travel Voucher. To file for reimbursement of your MEA, please provide a copy of the following: the travel order authorizing MEA, Form DD 1351-2 Travel Voucher claiming MEA in block 18, and ENG Form 4743-R reflecting the dates you departed old quarters and occupied new quarters and stating in the remarks section that the claim is for MEA. Please see attached examples.

REAL ESTATE EXPENSES AND UNEXPIRED LEASE EXPENSE (JTR PAR. C14000 through C14004)

1. General: All real estate entitlements should be discussed with the Real Estate Division. Claims for real estate expenses or an unexpired lease expense must be submitted within two (2) years after the date on which the employee reports for duty at the new permanent duty station. Under certain conditions, an extension of up to two (2) years (one (1) year for transfers with an effective date prior to 19 Feb 2002) must be approved by both the PCS Approving Officer and the District Real Estate Division. If an additional year is necessary, the employee's written request should be submitted through the Real Estate Division for the approval of the PCS Approving Officer as soon as the employee becomes aware of the need, and before expiration of the two (2) year limitation. Approval of the additional period of time will be based on a determination that extenuating circumstances have prevented the employee from completing the sale and purchase or lease termination transactions in the time frame and that the residence transactions are reasonably related to the permanent change of station. There is no authority to waive the four (4) year time limitation (three (3) years if prior to 19 Feb 2002).



2. Reimbursable Items: Items in connection with the sale and/or purchase of a residence to the extent they do not exceed amounts customarily paid in the locality of the residence are as follows:

- Loan origination fees.
- Broker's fees/real estate commission (sale).
- Notary fees.
- Advertising expenses (sale).
- Legal fees for title opinion.
- Appraisal fees.
- Preparation of abstract.
- Title search.
- Title insurance policy (sale, limited exception).
- Preparation of conveyances and contracts (sale).
- Recording fees.
- Surveys and preparation of drawings and plats (sale).
- FHA/VA loan application fee.
- Preparation of credit reports.
- Mortgage and transfer taxes (sales taxes).
- State revenue stamps and similar fees and charges.
- Mortgage title insurance required by lender (purchase).
- Mortgage prepayment charge if required (sale).
- Other incidental expenses for required services if customarily charged.
- Comparable expenses of the above for construction of a residence.

3. Maximum Reimbursement for Reimbursable Items: The maximum reimbursement for the sale or purchase of a residence changes periodically. Currently, it is as follows:

- a. Sale: Ten (10) percent of the actual sale price of the residence at the old PDS, and
- b. Purchase: Five (5) percent of the actual purchase price of the residence at the new PDS.
- c. Request for Real Estate Reimbursement. In order to be reimbursed for real estate expenses, the employee must prepare an application for reimbursement (DD 1705) along with a travel voucher (DD 1351).
- d. Amounts claimed for reimbursement must be entered in the appropriate space on the application form and the total amount claimed in 'Reimbursable Expenses' on the travel voucher. Each expense claimed must be supported by documentation showing that the expense was, in fact, incurred and paid by the employee. The required supporting documentation must be included with a claim application with the following information:

(1) Sale of Former Residence:

- Sales agreement.
- Property settlement document.



- Mortgage document (if pre-payment fee is claimed, document must include terms of payment).
- Paid invoices or receipts (of \$75 or more) for each additional expense claimed.
- Title document (e.g., deed) to determine title to the residence.
- Property settlement document and approved claim application if prior claim settlement in connection with the purchase of a residence.

(2) Purchase of New Residence:

- Purchase agreement.
- Property settlement document.
- Loan closing statement.
- Paid invoice or receipts (of \$75 or more) for each additional expense claimed.
- Property settlement document and approved claim application if prior claim settlement in connection with the sale.
- Disclosure statement on finance charges when provided by a lending institution in compliance with 'The Truth in Lending Act', PL 90-321.

To obtain reimbursement, the employee will submit an **original and one copy of the application, including supporting documentation (will not be returned to employee), and one copy of the travel order and the travel voucher.** Expenses claimed for a residence sale and residence purchase may be included in the same application. The application is to be sent to the District Real Estate Division for review and approval. After the Real Estate Division reviews and approves the claim, they will forward the claim to the District Finance and Accounting officer for the final processing.

e. Relocation Expenses. The relocation services entitlement is a contract entered into between the Government and a private firm to provide relocation services to certain **designated** employees. **If the travel orders do not specifically authorize relocation services, this section does not apply.** Such services include, but are not limited to arranging for the purchase of an employee's residence, home finding assistance, and spouse employment assistance. Relocation services may be made available to employees only when both of the following conditions are met:

- (1) The employee's transfer from one official station to another is determined to be in the interest of the Government and is not primarily for the convenience or benefit of the employee or at his request.
- (2) The effective date of the employee's transfer is on or after 14 Nov 83. The effective date of transfer is the date the employee reports for duty at the new duty station.

f. Unexpired Lease Expense. Allowable unexpired lease expenses will be limited to those payments made by the employee which represent unavoidable expenses directly attributable to termination of a lease prior to the expiration date. Itemization is required of the expense amounts, the total of which will be entered on the travel voucher. The claim must be supported by the following:



- (1) a copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date.
- (2) an explanation of bona fide attempts made if the lease includes a saving provision for subleasing or making other arrangements to avoid penalty costs.
- (3) an itemization and explanation of penalty costs claimed and paid receipts for each item.

SETTLEMENT OF TRAVEL VOUCHERS AND REPAYMENT OF ADVANCE

1. Submitting the Travel Claim (UFC SOP page II-16): All employees are required to submit a travel claim (DD1351-2) to UFC **within five (5) working days after arrival** at the new duty station. The initial travel voucher will normally cover per diem and travel expenses for the employee and dependents en route to the new duty station. Do not expect to be reimbursed for any travel claim submitted for at least six (6) weeks. This delay in reimbursement is due to the length of time it takes the UFC to audit and process each PCS voucher. This process can be further delayed by missing information, receipts, or improperly filled out claims.

a. A mandatory 15% or 28% Federal Withholding Tax (FWT) (determined by the WTA option you select) is withheld from all taxable entitlements on settlement claims, but state and local taxes are not currently withheld. In addition, applicable FICA and Medicare taxes are also withheld. The withheld taxes are deposited in your name. If this causes you to be in a penalty-paying mode with your state or locality, you may wish to increase your withholding through your payroll or some other means. A separate PCS W-2 is issued to you for any calendar year(s) in which you are provided PCS Travel and transportation. You reconcile any differences in tax liability when you file your Federal, State and local tax returns.

b. Subsequent vouchers must be submitted in thirty-day (30-day) increments of TQSE (not to exceed sixty or one hundred twenty days, if authorized), shipment of household goods/temporary storage, real estate expenses, and, if applicable, transportation of a mobile home may be included, or filed separately. A claim for Miscellaneous Expense Allowance will be included on the final voucher **after** moving into the employee's permanent residence.

c. The travel settlement voucher will be completed in its entirety. Any unusual situation or circumstance must be thoroughly explained in the 'Remarks' section of the travel settlement voucher. This is to avoid any unnecessary investigation and/or to keep the voucher from being returned to the employee and delaying settlement. Forms are listed under "Forms" to assist the employee in preparing a proper and complete travel voucher. If traveler received an advance for the PCS move, a copy of the DD 1351 showing the advance amount **must be attached**. The DD 1351 may be signed by the travel approving official and initialed by the F&A officer; or, the F&A officer may sign alone. Advances **must** be coordinated through the local Finance Office.



d. An incomplete PCS travel voucher will not be processed by the Travel Section at the Finance Center. Information needed will be requested from the Traveler. UFC will review the data to clarify processing and will change items claimed by disapproving those items without proper backup on the orders or the voucher. UFC will state in the remarks section of the travel settlement voucher those items not approved and why they were not approved.

2. Settlement of the Travel Advance (UFC SOP page II-16): The PCS travel advance will be recouped as the travel vouchers are processed. If the total amount of the reimbursement vouchers does not recoup the advance, a bill will be issued to the employee. The employee has fifteen (15) days to pay the bill. If the bill is not paid within thirty (30) days, an offset of salary with an assessment of interest and handling fee may be made. If there are questions pertaining to the unpaid bill, please contact the District Finance and Accounting Office. The traveler should remember that the PCS travel advance is issued only for the purpose of defraying allowable travel and transportation expenses applicable to the permanent change of station.

3. Relocation Income Tax Allowance (RITA) (JTR Paragraphs C16001 through 16007):

a. A relocation income tax allowance (RITA) is authorized to reimburse the transferred employee for substantially all of the additional federal, state, and local taxes incurred by the employee, or by the employee and spouse as a result of a permanent change of station if a joint tax return is filed. These charges result from the reimbursement of certain travel and transportation expenses paid the employee.

b. Employees receiving reimbursement for expenses related to a PCS **must** file a RITA claim. Failure to submit a claim for the RITA will obligate the employee to repay the Government the amount of Federal Tax Liability previously paid to the employee. The Employee Agreement must be signed prior to the **first** settlement of the initial travel voucher pertaining to the permanent change of station. If no agreement is signed, taxes will be held at the higher rate of 28%.

c. When filing a claim for the RITA, the employee must submit a copy of all W-2's, one copy of the travel order, a completed RITA packet sent to the employee by the Finance Center (sent out late spring) signed by the spouse, if filing a joint tax return, and a completed travel settlement voucher (DD1351-2) claiming the RITA. Copies of the spouse's W-2's are required if filing a joint tax return.

d. The claim for payment of the RITA must be submitted in the tax year following the tax year that the travel and transportation expenses were paid to the employee. For example, if the employee transferred to a new duty station in 1997 and was paid for all moving expenses during that year, the employee would submit a claim for the RITA in the tax year 1998 after receiving all W-2's for the tax year 1997.



OTHER ITEMS

1. Admin Leave upon arrival (Alaska District Regulation POAR 690-1-60, page 11):

Employees may be authorized excused absences upon arrival to new duty station to accomplish personal tasks resulting from the move for a maximum of three (3) working days and covers all phases involved in a PCS move (i.e., receiving household goods, picking up vehicle, meeting with local personal property office, etc.)

2. Failure to Perform (UFC SOP, page II-17). When a PCS travel order has been issued to an employee and the employee fails to report for duty, resigns, or is removed for cause before the expiration of the required period on the Transportation Agreement, the employee will be required to reimburse the Government for all travel and transportation expenses paid.

3. Questionable or Suspect Vouchers (UFC SOP, page II-17). A questionable or suspect travel settlement voucher will not be processed for payment. Such vouchers include those that contain questionable lodging receipts, signs of alteration, or reflect occupancy figures inconsistent with the claim and unreasonable expenses such as excessive meal amounts and excessive weight for household goods. These vouchers will be reviewed to determine if an investigation is warranted. If an investigation is warranted, the case will be referred to the Army Criminal Investigation Division (CID).

4. Falsification (UFC SOP, page II-17). Falsification of an item in an expense account works for the forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than five (5) years, or both (18 U.S.C. 287; i.b., 285). When it is determined that an employee has falsified one or more item on a reimbursement voucher, he/she will be required to reimburse the Government for the amount of the erroneous payment resulting from the false item or items (41 Comp. Gen. 206 and 285).

5. Overseas Transfers (UFC SOP, page II-17). Generally, when transferring overseas the entitlements are somewhat different than transferring within the continental United States. The employee should contact the PCS Travel Approving Officer to discuss temporary quarters while obtaining/awaiting permanent quarters; status of permanent quarters, shipment of automobile authorization (if the employee does not ship an automobile to the new duty station at Government expense he/she is not entitled to ship one when returning); and appropriate advance(s) for the location where the employee is to be transferred.

6. Voucher Submission. A separate voucher should be filed for HHT, en route, and real estate claims. All other entitlements may be claimed on one voucher if the traveler desires. TQSE claims (except a final claim) may not be submitted until at least 30 days have been incurred. The Miscellaneous Expense Allowance may not be claimed until the employee has vacated temporary quarters.

7. Prompt Payment Act (FTR Amendment 92): The following claims for relocation allowances are exempt:

- Transportation and storage of household goods and professional books, papers, and equipment.



- Transportation of mobile home.
- Transportation of POV.
- Temporary Quarters Subsistence Expense (TQSE), when not paid as lump sum.
- Residence transaction expenses.
- Relocation income tax allowance (RITA).
- Use of a relocation services company.
- Home marketing incentive payments.
- Allowance for property management services.

TABLES OF ENTITLEMENTS VS. DISCRETIONARY ALLOWANCES

Assigned to First Official Station Outside the Continental United States (OCONUS)	
MUST PAY RELOCATION ENTITLEMENTS	DISCRETIONARY RELOCATION ALLOWANCES
Transportation of employee and immediate family member(s) (FTR part 302-4/JTR C5080-B5 & C7002).	Shipment of privately owned vehicle (POV) (FTR part 302-9 subpart B/ JTR Chapter C11000).
Per diem for employee only (FTR part 302- 4/ JTR C5080-B5).	Non-temporary storage of household goods (FTR part 302-8/ JTR C5195-B).
Transportation & temporary storage of household goods (FTR part 302-7/JTR C5150 - C5190).	

NOTE: The above is merely a guide; entitlements will be specifically identified and authorized on your PCS travel orders.



Transfer From CONUS to an Official Station Outside the Continental United States (OCONUS) (Nonforeign) (Gaining activity responsible for all costs associated with PCS)	
MUST PAY RELOCATION ENTITLEMENTS	DISCRETIONARY RELOCATION ALLOWANCES
Transportation & per diem of employee and immediate family member(s) (FTR part 302-4/ JTR C5070 & C7002).	Temporary quarters subsistence expense (TQSE) (FTR part 302-6/JTR C13105 - C13320).
Miscellaneous moving expenses (FTR part 302-16 /JTR C9000).	Shipment of privately owned vehicle (POV) (FTR part 302-9, subpart B/JTR Chapter 11000).
Transportation & temporary storage of household goods (FTR part 302-7/JTR C5150 – C5190).	Non-temporary storage of household goods (FTR part 302-8/ JTR C5195-B).
Relocation income tax allowance (RITA) (FTR part 302-17/JTR C16000).	House hunting trip (FTR part 302-5/JTR C4107).
Sell & buy residence transaction expenses or lease termination expenses (FTR part 302-11/JTR Chapter C5070 & C14000) \1\.	

\1\Note: Allowed when old and new official stations are located in the United States. Also allowed when instead of being returned to the former non-foreign area official station, an employee is transferred in the interest of the Government to a different non-foreign area official station than from the official station from which transferred when assigned to the foreign official station. See FTR part 302-11 and JTR Chapter 14000).

NOTE: The above is merely a guide; entitlements will be specifically identified and authorized on your PCS travel orders.



Transfer From OCONUS Official Station to an Official Station in CONUS	
RELOCATION ENTITLEMENTS	DISCRETIONARY RELOCATION ALLOWANCES
Transportation & per diem of employee and immediate family member(s) (FTR part 302-4/JTR C5070 & C7002). \2\	Temporary quarters subsistence expense (TQSE) (FTR part 302-6/JTR C13105 - C13320). \2\
Miscellaneous moving expenses (FTR part 302-16 /JTR C9000).	Shipment of privately owned vehicle (POV) (FTR part 302-9, subpart B/JTR Chapter 11000).\2\
Transportation & temporary storage of household goods (FTR part 302-7/JTR C5150 & C5190).\2\	Non-temporary storage of household goods (FTR part 302-8/ JTR C5195-B).
Relocation income tax allowance (RITA) (FTR part 302-17/JTR C16000). \2\	House hunting trip (FTR part 302-5/JTR C4107).
Sell & buy residence transaction expenses or lease termination expenses (FTR part 302-11/JTR Chapter C5170 & C14000) \1\.	

\1\Note: Allowed when old and new official stations are located in the United States. Also allowed when instead of being returned to the former non-foreign area official station, an employee is transferred in the interest of the Government to a different non-foreign area official station than from the official station from which transferred when assigned to the foreign official station. See FTR part 302-11 and JTR Chapter 14000).

\2\ When within same DOD component, Losing OCONUS agency responsible for: transportation and per diem for employee and dependents; HHG Shipment and POV shipment BUT NOT TEMPORARY STORAGE to employee' s actual residence or the CONUS activity up to the cost for such transportation to the employee' s actual residence. Gaining agency is responsible for: any transportation costs of employee and dependents in excess of employee' s actual residence; Temporary and/or nontemporary storage of HHG, TQSE, MEA; HHT, Real Estate and RITA related to PCS. JTR C1052 C4

NOTE: The above is merely a guide; entitlements will be specifically identified and authorized on your PCS travel orders.



Transfer Between OCONUS Official Stations (non-foreign)	
RELOCATION ENTITLEMENTS	DISCRETIONARY RELOCATION ALLOWANCES
Transportation & per diem of employee and immediate family member(s) (FTR part 302-4/JTR C5070 & C7002). \2\	Shipment of privately owned vehicle (POV) (FTR part 302-9, subpart B/JTR Chapter 11000).
Miscellaneous moving expenses (FTR part 302-16 /JTR C9000).\2\	Temporary quarters subsistence expense (TQSE) (JTR C13105 - C13320). \2\
Transportation & temporary storage of household goods (FTR part 302-7/JTR C5150 – C5190).\2\	Non-temporary storage of household goods (FTR part 302-8/ JTR C5195-B).
Relocation income tax allowance (RITA) (FTR part 302-17/JTR C16000). \2\	House hunting trip (FTR part 302-5/JTR C4107).
Sell & buy residence transaction expenses or lease termination expenses (FTR part 302-11/JTR Chapter C5070 & C14000) \1\.	

\1\Note: Allowed when old and new official stations are located in the United States. Also allowed when instead of being returned to the former non-foreign area official station, an employee is transferred in the interest of the Government to a different non-foreign area official station than from the official station from which transferred when assigned to the foreign official station. See FTR part 302-11 and JTR Chapter 14000).

\2\ When both losing and gaining OCONUS PDS are within same DOD component, Losing OCONUS agency responsible for: transportation and per diem for employee and dependents (if dependents accompanied employee at losing PDS) to employee' s actual residence or the alternate point until return travel begins. The gaining OCONUS activity must pay the necessary costs from the actual residence or alternate point to the new OCONUS PDS for employee and dependents; HHG shipment and storage and POV shipment direct from old PDS to the new OCONUS PDS; MEA; TQSE, real estate expenses and RITA. See JTR Chapter C1052; C14000, C16000.

NOTE: The above is merely a guide; entitlements will be specifically identified and authorized on your PCS travel orders.



Tour Renewal Agreement Travel	
RELOCATION ENTITLEMENTS	DISCRETIONARY RELOCATION ALLOWANCES
Transportation employee and immediate family member(s) (FTR 302-4/JTR C4154).	
Per diem for employee only (FTR part 302-4/JTR C4160).	

Return From OCONUS Official Station to Place of Actual Residence for Separation	
RELOCATION ENTITLEMENTS	DISCRETIONARY RELOCATION ALLOWANCES
Transportation employee and immediate family member(s) (FTR 302-4/JTR C1052E).	Shipment of privately owned vehicle (POV) (FTR part 302-9, subpart B/JTR Chapter 11000).
Transportation of household goods (FTR part 302-7/JTR C5150 – C5190).	

NOTE: The above is merely a guide; entitlements will be specifically identified and authorized on your PCS travel orders.



FREQUENTLY ASKED QUESTIONS (FAQ'S)

1. (Q) What paperwork do I need to file my claim?

(A) Upon arrival you will be given an indoctrination on the requirements for filing each claim. Your Human Resource Coordinator and/or your Resource Management PCS Travel Coordinator will provide information about accessing the forms via Formflow.

2. (Q) How long will my claim take to process?

(A) This depends mainly upon you. If claims are submitted correctly with all required documentation, the processing time should be approximately 2 - 4 weeks after the UFC receives the claim.

3. (Q) Is there a specific way to submit claims that will make them easier to process?

(A) Yes. Each claim requires a COMPLETE SET which includes a copy of orders, original receipts, contracts, etc. Claims must be typed or clearly printed in ink. No pencil allowed. The TQSE form is a two-sided form. Please be sure that you complete both sides.

4. (Q) Why do claims sometimes come back unprocessed?

(A) Claims are returned for many reasons. Usually the UFC wants more documentation to justify what has been claimed.

5. (Q) Where's my money?

(A) Please understand that we are here to assist you. The processing of your claim requires an effort on everyone's part. For speed in reimbursement, please be sure to have your EFT form for travel reimbursement established in the District BEFORE you begin your PCS Travel. Once the claim is reviewed by the Resource Management Office, it is sent to the UFC for processing and payment. Real Estate claims are sent through the District Real Estate office prior to being sent to UFC for review and verification.

6. (Q) Will I receive the money as shown on my orders?

(A) All figures shown on your orders are estimates only.

7. (Q) How long do I have to file claims?

(A) Your en route travel and house hunting trip claims are due within a few days after your arrival in the District. Your TQSE claim is due within 5 days of the conclusion of each 30-day increment or as soon as you have all required documentation. DO NOT file your house hunting trip claim with your old PDS. You have up to 2 years for Real Estate claims. RITA claims are submitted as soon as possible after you have received the RITA package from UFC.



8. (Q) I stayed with friends/relatives during my en route travel. How do I claim that?

(A) You will not be reimbursed for lodging expenses you did not incur.

9. (Q) If I took a house hunting trip am I still entitled to 30 days TQSE?

(A) Not entirely. Under Actual TQSE, the number of days utilized for the purpose of a house hunting trip are deducted from the first 30 days of TQSE. If you used 5 days for a house hunting trip you would be entitled to 25 days of TQSE. If you have been authorized Fixed TQSE, the house hunting trip does not count towards your TQSE.

10. (Q) What happens if I have to move out of my old residence prior to my PCS travel?

(A) You may claim that time as the first portion of your TQSE and then complete the remainder of the 30-day increment when you arrive in Alaska.

11. (Q) What are my responsibilities to keep receipts when on Actual TQSE?

(A) You are required to maintain a log of all your daily TQSE expenses. Receipts are required in all cases for lodging. For meals, you are only required to obtain a receipt where the cost exceeds \$75. Itemized receipts are required for both lodging and meals. For example, if you go to a restaurant, a credit card receipt only showing the total billed amount is not considered sufficient. Your meal receipt should detail what meals or drinks were purchased when the total meal cost exceeds \$75.

In all cases, your claimed expenses are subject to a general standard of reasonableness. What is reasonable? Well, this depends on your situation. In general, you should maintain your spending at the same level as you would if you were purchasing the meals out of your own pocket. You should be prudent. Consistent meals just below the \$75 receipt threshold will likely raise a question and could slow down the processing of your voucher. In addition, your total daily meal limit is a guide and is intended to cover the cost of two to four meals per day. If a traveler spends most of the daily limit on one meal, this is considered questionable as well.

Bottomline, your individual meal costs should be considered reasonable for your family size. The determination of reasonableness is a subjective standard. However, to ensure your voucher payments are not delayed, please maintain a log of all meal expenses (as required), keep receipts for all expenses, if possible (and they are required in all cases for lodging and for meals when the cost exceeds \$75), and BE PRUDENT! If you follow these guidelines, your claims process will go much smoother.

12. (Q) Do I have to begin my TQSE upon arrival in the Alaska District?

(A) No. You may either begin your TQSE within 30 days after you report or within 30 days after your dependents vacate their permanent residence at the old duty station.



13. (Q) How do I claim TQSE while I'm on TDY orders?

(A) If you are drawing a single TQSE you would stop claiming expenses for that time you are covered under TDY orders, except to retain PCS TQSE lodging during TDY. If you have dependents here that you are claiming, you will continue to claim your dependents' expenses and add yourself back on when you return.

14. (Q) Can I claim TQSE for my dependents who are still at my old duty station?

(A) Yes, but only if they have vacated their permanent residence and they are on TQSE concurrently with your TQSE.

15. (Q) If I receive part of my household goods am I still entitled to TQSE?

(A) You may receive a "partial" shipment with necessary items, i.e., clothing, pots and pans, linens, dishes, children's bikes, baby crib, portable TV (no furniture). Your boxes need to be marked at packing time to provide easy identification.

16. (Q) How long can I use Actual TQSE?

(A) Actual TQSE may initially be authorized for up to 30 days. If you need additional increments of TQSE, you will need to request it in writing 7 days prior to the last day of your initial TQSE. See CEPOA TQSE Policy Letter #15. Fixed TQSE is a fixed cost for a maximum of 30 days and can not be extended.

17. (Q) When and how can I request an extension of Actual TQSE?

(A) If you need additional Actual TQSE past the initial 30 days, you will need to request an extension at least 7 days prior to the expiration of your current term of TQSE. This request must be routed through the Resource Management, Finance and Accounting office and will require the Division Chief's approval to extend TQSE up to 60 days in total. Any TQSE beyond 60 days in total requires the approval of the Commander. See CEPOA TQSE Policy Letter #15.

18. (Q) When can I file for my Miscellaneous Expense?

(A) You may claim your Miscellaneous Expense when you submit your last 30 day TQSE claim. You do not need to itemize this expense.

19. (Q) What happens if I can't sell my house at my old duty station and have to make two mortgage payments?

(A) The inability to sell your old residence is no justification for an extension of TQSE. You are responsible for your own mortgage payments.



20. (Q) What if my home at my old duty station does not sell within two years?

(A) You may request a one-year extension of reimbursable real estate expenses prior to the end of the two years.

21. (Q) What is the maximum allowable amount payable for Actual TQSE?

(A) TQSE for the employee and dependents will be authorized for a period not to exceed 30 consecutive days. The amount which may be reimbursed for TQSE will be the actual amount of allowable expenses incurred for the first 30 days of TQSE based upon the per diem rate in the city that TQSE costs occurred.

22. (Q) What are the reasonable maximum commercial meal costs for Actual TQSE?

(A) Reasonable meal costs are up to 46% of the prescribed daily maximum per diem rate for the location that TQSE costs occurred.

23. (Q) What is a reasonable lodging cost for the Alaska area?

(A) Reasonable lodging costs are up to 54% of the prescribed daily TQSE rate in the city that TQSE costs occurred. Receipts are required for all lodging costs claimed.

24. (Q) What are my responsibilities as a traveler?

(A) You should exercise the same care in incurring expenses that you would exercise if traveling on personal business at your own expense.

25. (Q) How many days travel am I authorized en route to Alaska by POV?

(A) You are authorized days according to mileage from your old duty station to your Alaska duty station, which is figured at an average of 350 miles a day i.e., if you live 3000 miles from Anchorage, Alaska, you are authorized 9 days. You must report for duty the day after your arrival (if it is a normal work day). You must not wait until your duty reporting date as shown on your orders or you will be charged annual leave.

26. (Q) What is meant by “Traveler required to certify single occupancy rate of lodging while en route”?

(A) During travel status (House hunting trip and/or en route travel) it is required to have the rate for a single room established on each lodging receipt.

For Example: Single room rate \$30.00 (tax included)
 Multiple room rate \$49.50 (tax included)
 (i.e. yourself and dependents)



For this example “Single Room rate \$30.00” shall be written on the face of the receipt. Your entitlements are based on the single room occupancy rate. With a single rate of lodging established at \$30.00 and per diem of \$30.00 for meals, your per diem for the 24 hour day is \$60.00. For the accompanying spouse and dependent 12 years of age or older the rate for each will be 75% of \$60.00 or \$45.00, and for dependents under 12 years of age the rate would be 50% of \$60.00 or \$30.00.

27. (Q) How many RITA claims will I file?

(A) Generally, you might file two RITA claims. One for each calendar year in which reimbursement or payment for moving expenses is made. If your reimbursement for moving expenses is spread over more than one year, you will have more than one claim. If all your claims and reimbursements are settled in one year you will file only one RITA claim.

28. (Q) Are PCS travel reimbursements considered when filing income tax return?

(A) You must include any taxable reimbursement for moving expenses in gross income on your federal income tax form. You will receive a W-2 for all taxable reimbursements in the calendar year following the year of your PCS settlements. Also, if you meet the Internal Revenue Service (IRS) distance and time test, you may be able to deduct moving expenses. Use IRS form 3903 for moving expenses and see IRS Publication No. 521, Moving Expense. For additional information please visit www.irs.gov or a personal income tax professional.



FORMS

1. PCS Travel Claims Checklist.
2. Employee Agreement for Withholding Tax Allowance (WTA) and Relocation Income Tax Allowance (RITA.)
3. SF1199A DIRECT DEPOSIT Form for EFT Travel Reimbursement Only.
4. Sample DD 1614 Travel Order Form.
5. Sample Form DD1351-2 En route Travel Claim. This form is available through various forms packages such as FORM FLOW and PERFORM FLOW.
6. Sample Form DD1351-2 TQSE, ENG Form 4743-R TQSE Log and MEA Travel Claim.
7. Sample DD1351-2 and DD Form 1705 Application for Reimbursement of Expenses Incurred by DoD Civilian Employees upon Sale or Purchase (or both) of residence upon change of duty station. This form is available through various forms packages such as FORM FLOW and PERFORM FLOW.
8. Sample DD 1351-2 RITA Claim Form.



Traveler: _____.
Travel Order #: _____.
Retirement Category: ____ FERS ____ CSRS

PCS TRAVEL CLAIMS CHECKLIST

Review the list below for required documentation to support travel claim liquidation of all civilian employee Permanent Change of Station. All travel forms must be legible. ALL CLAIMS SUBMITTED WILL CONSIST OF AN ORIGINAL PACKAGE WITH A COPY OF THE TRAVEL ORDER. Claims must be made on DD 1351- 2. ALL CLAIMS MUST BE TYPED OR IN BALL-POINT PEN (blue or black) OR TYPEWRITTEN, NO PENCIL!

1. Travel Advance Received \$ _____
2. House Hunting Trip
 - a) Original receipts. _____
 - b) Itemized daily lodging receipts showing single rate. _____
 - c) Statement as to whether spouse did/did not accompany employee (put on DD1351-2) _____
 - d) Signed Travel Orders _____
 - e) Traveler's Signature on voucher _____
3. Employee & Dependent Travel
 - a) Original receipts. _____
 - b) Itemized daily lodging receipts showing single rate. _____
 - c) Signed Travel Orders _____
 - d) Traveler's Signature on voucher _____
 - e) DD1351-2 listing all dependents that traveled _____
4. Temporary Quarters
 - a) TQSE Form #ENG 4743-R, Original _____
 - b) Lease agreement, if in rental quarters _____
 - c) Original receipts. _____
 - d) All utility receipts must show dates of covered service. _____
 - e) Signed Travel Orders _____
 - f) Traveler's Signature on voucher _____
 - g) Travel Approving Official's Signature on voucher _____
 - h) Amended orders to increase TQSE to more than 30 days _____
5. Miscellaneous Expense (ENG Form 4743-R page 1)
 - a) \$500 for employee only _____
 - b) \$1000 for employee whose dependents have moved. _____
 - c) Employee Certification Statement _____
 - d) Signed Travel Orders _____
 - e) Traveler's Signature on voucher _____
 - f) Travel Approving Official's Signature on voucher _____



6. Real Estate Fees

- a) DD 1705 Sale/Purchase, Orig. (signed by Real Estate Div.) _____
- b) Purchase/Sales Agreement _____
- c) Signed Travel Orders _____
- d) Traveler's Signature on voucher _____
- e) Travel Approving Official's Signature on voucher _____

7. Lease Termination

- a) Lease Agreement _____
- b) Receipts, Original _____
- c) Signed Travel Orders _____
- d) Traveler's Signature on voucher _____

8. Household Goods

- a) Commercial Move: Bill of Lading _____
- b) Total payments do not exceed 18,000 lbs _____
- c) Signed Travel Orders _____
- d) Traveler's Signature on voucher _____
- e) Travel Approving Official's Signature on voucher _____

9. RITA (Relocation Income Tax Allowance)

- a) IRS W-2 Forms _____
- b) IRS Schedule (SE Form 1040) for self-employment income _____
- c) Tax Status Certification _____
- d) Signed Travel Orders _____
- e) Traveler's Signature on voucher _____
- f) Travel Approving Official's Signature on voucher _____



EMPLOYEE AGREEMENT FOR
WITHHOLDING TAX ALLOWANCE (WTA) AND
RELOCATION INCOME TAX ALLOWANCE (RITA)

WTA (withholding tax allowance) is an allowance designed to cover the employee's withholding tax obligation for Federal Income Taxes on income resulting from covered taxable reimbursements. Covered taxable reimbursements subject to Federal Withholding Tax include such items as: En route Meals, Househunting, Storage in excess of 30 days, TQSE (Temporary Quarters Subsistence Expense), Miscellaneous Expense, Unexpired Lease Expense and Real Estate Expenses.

The WTA is considered an advance of the RITA (Relocation Income Tax Allowance) and will be paid on each claim filed throughout the year. Selecting the correct option below for WTA computation in Year 1 (calendar year in which reimbursement of moving expenses is made) will avoid an overpayment in Year 2 (year RITA is calculated). To determine the proper calculation of WTA, use the chart below.

	OPTION A: WTA PAID @ 15%	OPTION B: WTA PAID @ 28%
Single:	Income less than \$33,937	Income greater than \$33,937
Head of Household:	Income less than \$48,851	Income greater than \$48,851
Married Filing Jointly:	Income less than \$62,143	Income greater than \$62,143
Married Filing Separately:	Income less than \$30,536	Income greater than \$30,536
	I ELECT OPTION A: _____	I ELECT OPTION B: _____

AGREEMENT: I agree to repay any excess amount of WTA paid to me in Year 1 and submit the required tax information to apply for RITA within 120 days after the close of Year 1. I also understand the entire WTA paid to me in Year 1 will be considered a debt to the United States Government if I fail to file a RITA claim in a timely manner.

Location of Civilian Payroll Office: _____

Your retirement code is: FERS _____ CSRS _____

Employee Signature: _____

Date: _____

STANDARD FORM 1199A
(Rev. June 1987)
Prescribed by Treasury
Department
Treasury Dept. Cir. 1076

OMB No. 1510-0007
Expiration Date 1/31/93

SIGN-UP FORM

DIRECTIONS

To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.

- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

A separate form must be completed for each type of payment to be sent by Direct Deposit

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE <i>(last, first, middle initial)</i> ADDRESS <i>(street, route, P.O. box, APO/FPO)</i> CITY STATE ZIP CODE TELEPHONE NUMBER AREA CODE		D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS E DEPOSITOR ACCOUNT NUMBER <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
B NAME OF PERSON(S) ENTITLED TO PAYMENT 		F TYPE OF PAYMENT <i>(Check only one)</i> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Social Security <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> VA Compensation or Pension </div> <div> <input type="checkbox"/> Fed Salary/Mil. Civilian Pay <input type="checkbox"/> Mil. Active <input type="checkbox"/> Mil. Retire. <input type="checkbox"/> Mil. Survivor <input checked="" type="checkbox"/> Other <u>TRAVEL</u> <i>(specify)</i> </div> </div>	
C CLAIM OR PAYROLL ID NUMBER Prefix Suffix		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY <i>(if applicable)</i> <div style="display: flex; justify-content: space-between;"> <div>TYPE</div> <div>AMOUNT</div> </div>	
PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		JOINT ACCOUNT HOLDERS' CERTIFICATION <i>(optional)</i> I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	
SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE

SECTION 2 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS
------------------------	---------------------------

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION	ROUTING NUMBER	CHECK DIGIT
	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> </div>
DEPOSITOR ACCOUNT TITLE		
<p align="center">FINANCIAL INSTITUTION CERTIFICATION</p> <p>I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.</p>		
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER
		DATE

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

Created using PerForm Pro software.

GOVERNMENT AGENCY COPY

1198-206



US Army Corps
of Engineers
Alaska District



REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL					
(Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)					
SECTION I - REQUEST FOR OFFICIAL TRAVEL					
1. DATE (YYYYMMDD) 20011103		2. NAME (Last, First, Middle) DOE, JOHN A		3. SOCIAL SECURITY NUMBER 000-00-0000	
4. NEW POSITION TITLE ENGINEER		5. GRADE OR RATING GS-11		6. RETIREMENT CODE (Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.) FERS	
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE USACE-SEATTLE DISTRICT 1000 UNITED WAY SEATTLE, WA			8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION USACE-CEPOA-NA FAIRBANKS, AK		
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD) 20020106					
10. TRAVEL PURPOSE <input checked="" type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		11. TRANSPORTATION MODE <input type="checkbox"/> GOVERNMENT <input checked="" type="checkbox"/> COMMERCIAL MILEAGE RATE: \$.15 <input checked="" type="checkbox"/> POC <input type="checkbox"/> RAIL <input checked="" type="checkbox"/> AIR		12a. PER DIEM FOR EMPLOYEE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		15a. HOUSEHOLD GOODS (HHG) SHIPMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE <input checked="" type="checkbox"/> GOVERNMENT BILL OF LADING (GBL)	
b. NUMBER OF DAYS (including travel)		b. NUMBER OF DAYS AUTHORIZED 30		b. NET WEIGHT AUTHORIZED 18,000	
16. OTHER AUTHORIZED EXPENSES <input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input checked="" type="checkbox"/> REAL ESTATE EXPENSES <input type="checkbox"/> UNEXPIRED LEASE <input checked="" type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input checked="" type="checkbox"/> OCONUS <input checked="" type="checkbox"/> MISCELLANEOUS EXPENSES <input checked="" type="checkbox"/> TRAVEL ADVANCE AUTHORIZED (Amount) \$ 5000.00				17. DEPENDENT TRAVEL <input checked="" type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED	
18a. DEPENDENT TRAVEL FROM (Home Address) SEATTLE, WA			b. TO (New PDS) FAIRBANKS, AK		
19. DEPENDENTS					
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH (YYYYMMDD)	
MARY DOE		SPOUSE			
JACK DOE		SON		19900514	
JIM DOE		SON		19930412	
20. ESTIMATED COST				21. TRANSPORTATION AGREEMENT	
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	SIGNED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE SIGNED (YYYYMMDD) 20011103	
\$ 364.00	\$ 1,120.00	\$ 49,600.00	\$ 51,084.00		
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL					
22. ACCOUNTING CITATION 96X4902 08 2469 S96923 WC1JUW222222 S96951 CIC 221A05/06 TAC CODE: A2PC					
23. APPROVING OFFICIAL a. TITLE SUPERVISOR NAME AND TITLE			b. SIGNATURE SUPERVISOR SIGNATURE		
24. ORDER-ISSUING/AUTHENTICATING OFFICIAL a. TITLE DELLA I. SMITH, CHIEF, LOGISTICS DIV			b. SIGNATURE		c. ORGANIZATION ADDRESS USACED, ALASKA, PO BOX 6898, ELMENDORF AFB, AK 99506-6898
25. TRAVEL ORDER NUMBER 222222J4			26. DATE ISSUED (YYYYMMDD) 20011103		

DD FORM 1614, OCT 2001

PREVIOUS EDITION IS OBSOLETE.



PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used to issue transportation requests, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel allowances.

ROUTINE USE(S): In addition to being used by officials and employees of the applicant's Service in determining eligibility, the information contained herein may be provided to law enforcement personnel investigating those suspected of fraudulently obtaining allowances. Information also may be disclosed under certain circumstances to other Federal agencies, Members of Congress, State and local governments, and U.S. and State courts.

DISCLOSURE: Voluntary; however, failure to provide SSN may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

These orders may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

TRAVEL TO BEGIN O/A 5 JAN 2002. SHIPMENT OF ONE POV AUTHORIZED FROM PORT OF SEATTLE TO ANCHORAGE, AK. MILEAGE REIMBURSEMENT FOR EMPLOYEE FOR DROPPING OFF POV AND PICKING UP POV FROM ASSIGNED PORTS AUTHORIZED. COST TO GOVERNMENT FOR TRANSPORTATION AND PER DIEM SHALL NOT EXCEED THAT FOR THE MOST USUALLY TRAVELED ROUTE BY COMMERCIAL AIR FROM SEATTLE, WA TO FAIRBANKS, AK. GOVERNMENT QUARTERS MUST BE UTILIZED IF AVAILABLE. HOUSEHOLD GOODS AUTHORIZED UP TO 18,000 POUNDS VIA GBL SHIPMENT. ENROUTE TRAVEL AND PER DIEM FOR EMPLOYEE AND DEPENDENTS AUTHORIZED. 1,000 POUNDS EXCESS BAGGAGE AUTHORIZED AS PART OF THE 18,000 POUNDS HOUSEHOLD GOOD NET WEIGHT.



TRAVEL ORDER BOX EXPLANATIONS

1. Date: Self Explanatory
2. Name: Self Explanatory
3. Social Security Number: Self Explanatory
4. New Position Title: Title at new PDS
5. Grade or Rating: New grade or Rating at new PDS
6. Retirement Code: FERS or CSRS
7. Releasing Official Station and Location, or Actual Residence: Old PDS location or actual residence (for First Duty Station employees)
8. New Official Station and Location, or Actual Residence: New PDS location
9. Reporting Date at New Duty Station: Date employee is to report at new PDS
10. Travel Purpose:
 - Between official stations - used for transferring employees
 - Renewal Agreement - for current employees entitled to RAT
 - Return from Overseas for Separation – used when leaving OCONUS for separation from government
 - Temporary Change of Station – used for long-term temporary assignments and subsequent returns to previous PDS after assignment completion
 - Other - used for First Duty Station employees
11. Transportation Mode:
 - Government – used for government owned conveyance
 - Commercial – used for commercially operated air, train, bus, etc.
 - POC- used for privately owned conveyance (vehicles)
 - Mileage Rate: Rate of POV mileage entitled to for number of people in vehicle
- 12a. Per Diem for Employee: checked yes if employee authorized per diem
- 12b. Per Diem for Dependents: checked yes if dependents are authorized per diem
- 13a. Round Trip Travel for Househunting: If Househunting is authorized, yes box will be checked as well as the actual or fixed boxes
- 13b. Number of Days: Number of days entitled to for househunting trip
- 14a. Temporary Quarters Subsistence Expense: If TQSE is authorized, actual or fixed box must also be checked.
- 14b. Number of Days Authorized: Number of TQSE authorized must be shown
- 15a. Household Goods (HHG) Shipment: If HH Shipment is authorized, GBL must will also be checked
- 15b. New Weight Authorized: Not to Exceed 18,000 including excess baggage
16. Other Authorized Expenses:
 - Temporary Storage of HHG – will usually be checked if shipment is authorized, must state in box 28 number of days authorized
 - Non-temporary Storage of HHG – if authorized, must stated in box 28 time authorized



- Relocation Services – NA
- Property Management Services – NA
- Real Estate Expenses – checked if authorized expenses in connection with sale or purchase of home
- Unexpired Lease – checked if authorized expenses in connection with termination of lease agreement
- Relocation Income Tax Allowance - if checked, authorized reimbursement of RITA expenses
- POV shipment – if authorized, OCONUS will be marked also and box 28 will state port to ship vehicle from
- Miscellaneous Expenses – if authorized, box will be checked
- Travel Advances Authorized – if authorized, amount will be included

17. Dependent Travel:

- Concurrent – traveling at the same time as employee
- Delayed – travel of dependents delayed – must state estimated dates in box 28
- Early return – used for return travel at separation
- Not authorized – checked if dependent travel not authorized

18a. Dependent Travel From: Location of dependents actual residence

18b. To: New PDS location

19. Dependents – listed names of all dependents and their relationship to employee including birthdates of each

20. Estimated Cost: Costs of entire PCS calculated by New PDS Administrative staff

21. Transportation Agreement Signed: Must be signed prior to travel order approval. Date will be included

22. Accounting Citation: Funding used and PR&C numbers pertaining to travel order

23. Approving Official Title and Date: Self Explanatory

24. Order-issuing/Authenticating Official: Self Explanatory

25. Travel Order Number: Number assigned to Travel Order – also used on all travel vouchers

26. Date Issued: Self Explanatory

27. Claimant Forward Completed Settlement Claim to the Following Address: Used for Travelers outside the immediate area who need to return claims to a specific location

28. Remarks or Other Authorizations: Used to give detailed requirements and restrictions to PCS travel authorizations such as leave, excess baggage, POV shipping port location, etc.

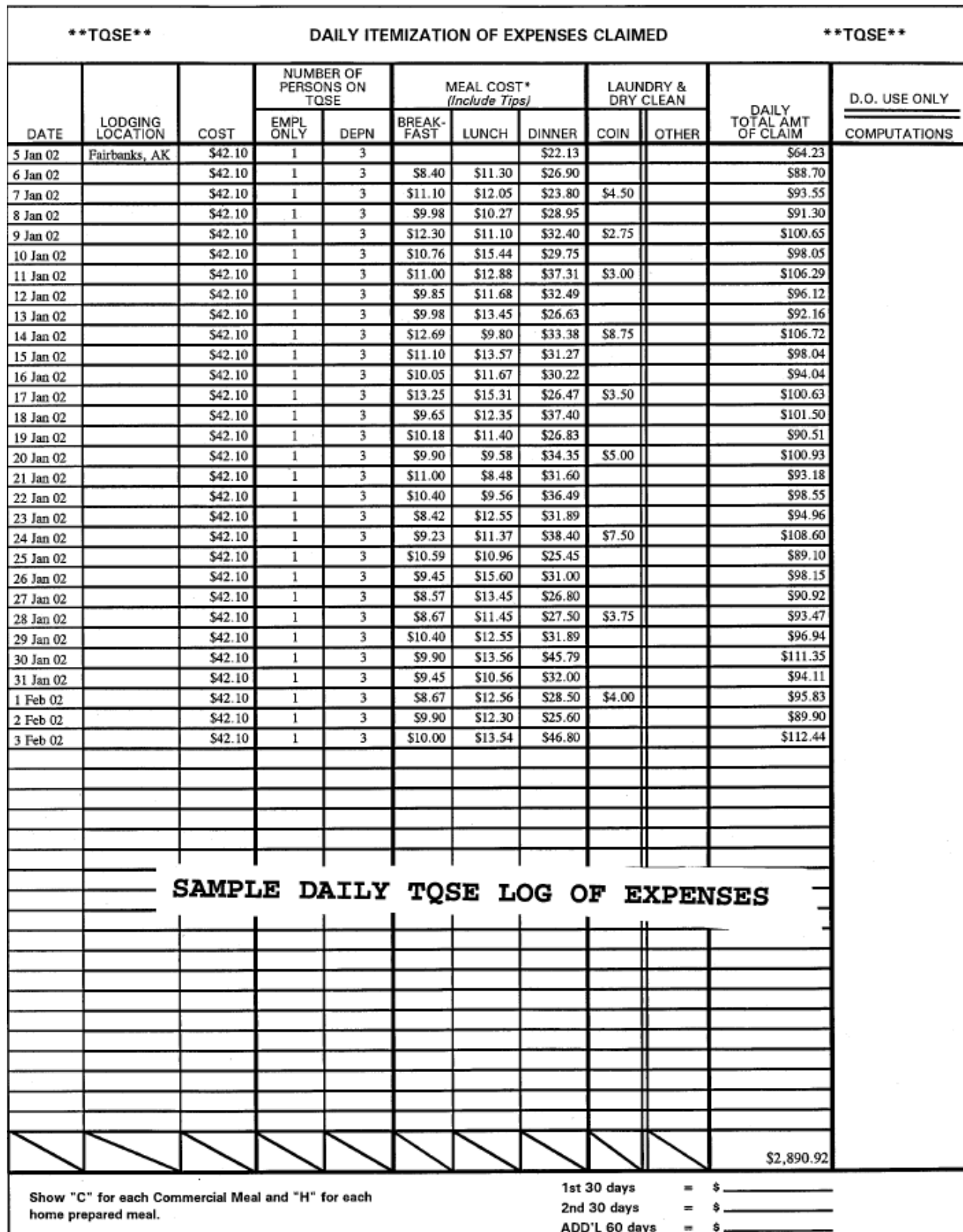


US Army Corps
of Engineers
Alaska District



TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Split Disbursement: Amount to Government Travel Charge Card Payment by Check \$							
2. NAME (Last, First, Middle Initial) (Print or type) DOE, JOHN A.		3. GRADE GS-11	4. SSN 000-00-0000		5. TYPE OF PAYMENT (X as applicable) <input type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input checked="" type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		
6. ADDRESS. a. NUMBER AND STREET 22 SPECIAL WAY		b. CITY FAIRBANKS	c. STATE AK	d. ZIP CODE 99999			
a. E-MAIL ADDRESS JOHN.A.DOE@POA02.USACE.ARMY.MIL				10. FOR D.O. USE ONLY			
7. DAYTIME TELEPHONE NUMBER & AREA CODE (907) 353-1111		8. TRAVEL ORDER NUMBER 222222J4	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES List voucher #, date paid, for each advance		a. D.O. VOUCHER NUMBER		
11. ORGANIZATION AND STATION CEPOA-Fairbanks, AK				b. SUBVOUCHER NUMBER			
12. DEPENDENT(S) (X and complete as applicable) <input checked="" type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY			
a. NAME (Last, First, Middle Initial) Mary Doe		b. RELATIONSHIP Spouse	c. DATE OF BIRTH OR MARRIAGE 5/14/90				
a. NAME (Last, First, Middle Initial) Jack Doe		b. RELATIONSHIP son	c. DATE OF BIRTH OR MARRIAGE 4/12/93				
a. NAME (Last, First, Middle Initial) Jim Doe		b. RELATIONSHIP Son	c. DATE OF BIRTH OR MARRIAGE 4/12/93				
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		d. COMPUTATIONS					
15. ITINERARY		a. DATE 2002	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP		
1/5		DEP	Res. Seattle, WA	CP			
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TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.																																													
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Split Disbursement: Amount to Government Travel Charge Card \$ _____ Payment by Check																																																	
2. NAME (Last, First, Middle Initial) (Print or type) DOE, JOHN A.			3. GRADE GS-11	4. SSN 000-00-0000		5. TYPE OF PAYMENT (X as applicable) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> TDY <input checked="" type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) </div> <div> <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA </div> </div>																																											
6. ADDRESS. a. NUMBER AND STREET 22 SPECIAL WAY		b. CITY FAIRBANKS		c. STATE AK		d. ZIP CODE 99999																																											
a. E-MAIL ADDRESS 				10. FOR D.O. USE ONLY																																													
7. DAYTIME TELEPHONE NUMBER & AREA CODE (907) 353-1111		8. TRAVEL ORDER NUMBER 222222J4		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES list voucher #, date paid, for each advance																																													
11. ORGANIZATION AND STATION CEPOA-Fairbanks, AK				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)																																													
12. DEPENDENT(S) (X and complete as applicable) <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> ACCOMPANIED a. NAME (Last, First, Middle Initial) Mary Doe Jack Doe Jim Doe </div> <div> <input type="checkbox"/> UNACCOMPANIED b. RELATIONSHIP Spouse Son son </div> <div> c. DATE OF BIRTH OR MARRIAGE 5/14/90 4/12/93 </div> </div>																																																	
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)																																																	
15. ITINERARY <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">a. DATE</th> <th style="width: 90%;">b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)</th> </tr> </thead> <tbody> <tr><td>SEP</td><td></td></tr> <tr><td>ARR</td><td></td></tr> <tr><td>SEP</td><td></td></tr> <tr><td>ARR</td><td></td></tr> <tr><td>SEP</td><td></td></tr> <tr><td>ARR</td><td></td></tr> <tr><td>SEP</td><td></td></tr> <tr><td>ARR</td><td></td></tr> <tr><td>SEP</td><td></td></tr> <tr><td>ARR</td><td></td></tr> <tr><td>SEP</td><td></td></tr> <tr><td>ARR</td><td></td></tr> <tr><td>SEP</td><td></td></tr> <tr><td>ARR</td><td></td></tr> <tr><td>SEP</td><td></td></tr> <tr><td>ARR</td><td></td></tr> <tr><td>SEP</td><td></td></tr> <tr><td>ARR</td><td></td></tr> </tbody> </table>						a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	SEP		ARR		SEP		ARR		SEP		ARR		SEP		ARR		SEP		ARR		SEP		ARR		SEP		ARR		SEP		ARR		SEP		ARR							
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16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL <div style="margin-top: 10px;"> <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS </div>																																													
18. REIMBURSABLE EXPENSES <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">a. DATE</th> <th style="width: 45%;">b. NATURE OF EXPENSE</th> <th style="width: 20%;">c. AMOUNT</th> <th style="width: 20%;">d. ALLOWED</th> </tr> </thead> <tbody> <tr> <td></td> <td>30 days TQSE</td> <td>2890.92</td> <td></td> </tr> <tr> <td></td> <td>Miscellaneous Expense</td> <td>1000.00</td> <td></td> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED		30 days TQSE	2890.92			Miscellaneous Expense	1000.00																																	
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19. GOVERNMENT/Deductible MEALS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">a. DATE</th> <th style="width: 25%;">b. NO. OF MEALS</th> <th style="width: 25%;">a. DATE</th> <th style="width: 25%;">b. NO. OF MEALS</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS																																										
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a. SUMMARY OF PAYMENT <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>(1) Per Diem</td><td></td></tr> <tr><td>(2) Actual Expense Allowance</td><td></td></tr> <tr><td>(3) Mileage</td><td></td></tr> <tr><td>(4) Dependent Travel</td><td></td></tr> <tr><td>(5) DLA</td><td></td></tr> <tr><td>(6) Reimbursable Expenses</td><td></td></tr> <tr><td>(7) Total</td><td></td></tr> <tr><td>(8) Less Advance</td><td></td></tr> <tr><td>(9) Amount Owed</td><td></td></tr> <tr><td>(10) Amount Due</td><td></td></tr> </tbody> </table>				(1) Per Diem		(2) Actual Expense Allowance		(3) Mileage		(4) Dependent Travel		(5) DLA		(6) Reimbursable Expenses		(7) Total		(8) Less Advance		(9) Amount Owed		(10) Amount Due																											
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20.a. CLAIMANT SIGNATURE 		b. DATE 		e. SUPERVISOR SIGNATURE 		d. DATE 																																											
21.a. APPROVING OFFICER SIGNATURE 						b. DATE 																																											
22. ACCOUNTING CLASSIFICATION 																																																	
SAMPLE TQSE AND MEA CLAIM																																																	
23. COLLECTION DATA 																																																	
24. COMPUTED BY 		25. AUDITED BY 		26. TRAVEL ORDER POSTED BY 		27. RECEIVED (Payee Signature and Date or Check No.) 																																											
28. AMOUNT PAID 																																																	



(Reverse of ENG FORM 4743-R)



US Army Corps
of Engineers
Alaska District



**CLAIM FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSES/FOREIGN TRANSFER
ALLOWANCE (SE)**
(ER 55-1-2)

THIS FORM IS FOR USE IN SUMMARIZING AND CLAIMING DAILY ACTUAL SUBSISTENCE EXPENSES INCURRED DURING OCCUPANCY OF
TEMPORARY QUARTERS INCIDENT TO A TRANSFER.
SUBMIT WITH TRAVEL VOUCHER OR SUBVOUCHER (DD FORM 1351-2).

EMPLOYEE NAME:	SSN:	GRADE
DOE, JOHN A.	000-00-0000	GS-11
NEW DUTY STATION:	DATE REPORTED FOR DUTY (New Station)	DATE TQSE BEGAN
FAIRBANKS, AK	6 Jan 02	5 Jan 02
DATE VACATED OLD RESIDENCE:	DATE OCCUPIED NEW RESIDENCE:	
EMPLOYEE: 5 Jan 02	EMPLOYEE: 6 Feb 02	
DEPENDENTS: 5 Jan 02	DEPENDENTS: 6 Feb 02	
NAME(S) OF DEPENDENT(S) INCLUDED IN CLAIM (Show only eligible members of family included in travel authorization).		
MARY DOE		
JACK DOE		
JIM DOE		

INSTRUCTIONS

ALL EXPENSES WILL BE ITEMIZED AND ONLY ACTUAL EXPENSES CLAIMED. HOME MEAL COST WILL BE ACCUMULATED AND AVERAGED FOR ALL MEALS PREPARED AT HOME.

IF EXPENSES CLAIMED ARE FOR TEMPORARY QUARTERS OCCUPIED AT DIFFERENT LOCATIONS BY THE EMPLOYEE AND DEPENDENT(S) USE SEPARATE EXPENSE ITEMIZATION SHEET FOR EACH LOCATION. TEMPORARY QUARTERS OCCUPIED AT OTHER THAN THE OLD OR NEW DUTY STATION LOCATION REQUIRES APPROVAL BY THE ORDER APPROVING OFFICIAL BASED ON A DETERMINATION THAT SUCH OCCUPANCY IS JUSTIFIED.

IF ANY OTHER CLAIM HAS BEEN MADE FOR TEMPORARY QUARTERS EXPENSES IN CONNECTION WITH THIS POC MOVE, EXPLAIN. ATTACH COPY OF PAID VOUCHER IF CLAIM HAS BEEN PAID.

IF SEPARATE CLAIM HAS BEEN MADE FOR PCS TRAVEL FROM OLD TO NEW DUTY STATION, EXPLAIN. ATTACH COPY OF PAID VOUCHER IF CLAIM HAS BEEN PAID.

IF OFFICIAL TEMPORARY DUTY TRAVEL WAS PERFORMED DURING THE TEMPORARY QUARTERS SUBSISTENCE EXPENSE OR FOREIGN TRANSFER ALLOWANCE (SE) REIMBURSEMENT CLAIM PERIOD, EXPLAIN. ATTACH COPY OF PAID VOUCHER IF CLAIM HAS BEEN PAID.

OCCUPANCY OF PERMANENT QUARTERS OCCURS WHEN THE EMPLOYEE OR ANY MEMBER OF THE FAMILY STARTS OCCUPYING THE PERMANENT QUARTERS.

RECEIPTS ARE REQUIRED FOR QUARTERS EXPENSES, LAUNDRY AND DRY CLEANING COSTS OTHER THAN WHEN COIN OPERATED FACILITIES ARE USED OR ANY SINGLE EXPENSE EXCEEDING \$25.00. IF APPLICABLE, ATTACH COPY OF LEASE.

REMARKS OR EXPLANATIONS

MISCELLANEOUS EXPENSE ALLOWANCE

EMPLOYEE SIGNATURE

DATE

[illegible]



REIMBURSEMENT FOR REAL ESTATE SALE AND/OR PURCHASE CLOSING COST EXPENSES (DoD Civilian Employees when transferring due to Permanent Change of Station (PCS))					
PRIVACY ACT STATEMENT AUTHORITY: 5 USC 5724 and EO 9397 (SSN). PRINCIPAL PURPOSE(S): Used by DoD civilian employees to request reimbursement of real estate expenses related to the sale and/or purchase of their primary residence due to a permanent change in their duty stations. ROUTINE USE(S): None. DISCLOSURE: Voluntary; however, completion of this form is necessary before reimbursement may be authorized and expenses paid. The personal information requested is needed to identify the employee.					
EMPLOYEE INSTRUCTIONS 1. Prepare an original and one copy of the Reimbursement for Real Estate Sale and/or Purchase, DD Form 1705. Complete all blocks in Parts I, II, or III and enter all applicable amounts and totals in Columns (1) and (2) of Part V, on the back of this form. 2. Attach one complete set of required supporting documents, e.g., sales agreement between buyer and seller, settlement statement, etc. <u>Please submit copies as the documents are not returned.</u> Sign and date in the applicable Employee Certification block. 3. Submit Travel Voucher or Subvoucher, DD Form 1351-2, along with the original DD Form 1705 and copies of supporting documents to your personnel office. <u>Retain a copy of this claim application and the originals of all supporting documents for your personal files.</u>					
PART I - EMPLOYEE INFORMATION					
1. NAME (Last, First, Middle Initial) DOE, JOHN A.		2. SOCIAL SECURITY NO. 000-00-0000		3. MAILING ADDRESS (Include ZIP Code) 22 SPECIAL WAY, FAIRBANKS, AK	
4. WAS A REAL ESTATE CLAIM PREVIOUSLY SUBMITTED FOR EXPENSES FOR THIS PCS TRANSFER? (X one)					
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
PART II - TRANSFER INFORMATION					
5. YOUR NOTIFICATION DATE OF THIS TRANSFER (YYYYMMDD) 20011225		6. OLD DUTY STATION LOCATION SEATTLE, WA		7. NEW DUTY STATION LOCATION FAIRBANKS, AK	
8. TRAVEL AUTHORIZATION DATE (YYYYMMDD) 20011227		9. DATE TRANSPORTATION AGREEMENT SIGNED (YYYYMMDD) 20011226		10. DATE REPORTED FOR DUTY AT NEW DUTY STATION (YYYYMMDD) 20020105	
PART III - RESIDENCE INFORMATION					
11. COMPLETE RESIDENCE ADDRESS (Include apartment number and ZIP Code)		a. PROPERTY AT OLD DUTY STATION			
2222 WAYWARD PLACE, SEATTLE, WA		b. PROPERTY AT NEW DUTY STATION			
12. NUMBER OF DWELLING UNITS		1			
13. CLOSING OR SETTLEMENT DATE (YYYYMMDD)		20020210			
14. SALE AND/OR PURCHASE PRICE		\$ 49,900.00		\$	
15. TOTAL EXPENSES CLAIMED		\$ 3,668.00		\$	
EMPLOYEE CERTIFICATION(S)					
16. SALE OF OLD RESIDENCE I certify that the amounts claimed in Part V in conjunction with the above sale represent only amounts actually paid by me, that title to the property was in my name and/or a member of my immediate family, and that this was my primary residence when I was first definitely informed of my transfer.			17. PURCHASE OF NEW RESIDENCE I certify that the amounts claimed in Part V in conjunction with the above purchase represent only amounts actually paid by me, and that title to the property is in my name and/or a member of my immediate family and is my new primary residence.		
a. EMPLOYEE SIGNATURE		b. DATE (YYYYMMDD)		a. EMPLOYEE SIGNATURE	
				b. DATE (YYYYMMDD)	
PART IV - MANAGEMENT APPROVAL INFORMATION					
18. SALE EXPENSES The sale expenses claimed in Part V are approved as being reasonable in amount and customarily paid by a seller in the locality where the property is located.		19. PURCHASE EXPENSES The purchase expenses claimed in Part V are approved as being reasonable in amount and customarily paid by a buyer in the locality where the property is located.		20. PAYMENT APPROVAL BY NEW DUTY STATION Payment of this claim is approved in the amount of: \$ _____ If amount approved is less than amount claimed, see attached memo.	
<input type="checkbox"/> AS CLAIMED <input type="checkbox"/> AS REDUCED (See attached memo)		<input type="checkbox"/> AS CLAIMED <input type="checkbox"/> AS REDUCED (See attached memo)			
a. SIGNATURE		b. DATE (YYYYMMDD)		a. SIGNATURE	
				b. DATE (YYYYMMDD)	
c. TITLE		c. TITLE		c. TITLE	



PART V - EXPENSES INCURRED AND PAID IN SELLING RESIDENCE AT OLD DUTY STATION AND/OR PURCHASING RESIDENCE AT NEW DUTY STATION		
EXPENSE ITEM AND EXPLANATION	TOTAL AMOUNTS PAID	
	(1) SALE EXPENSES FOR FORMER RESIDENCE AT OLD DUTY STATION	(2) PURCHASE EXPENSES FOR NEW RESIDENCE AT NEW DUTY STATION
21. SALES/BROKER'S COMMISSION FEES: The sales commission paid to a broker or real estate agent for selling former residence. Includes fees for listing a residence and payment for multiple listing service, when not included in the commission paid to the broker or agent.	\$ 3,493.00	
22. ADVERTISING FEES: Expenses paid for newspaper and other advertising when a direct sale is made without using the services of a real estate broker or real estate agent.	\$	
23. APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence.	\$	
24. LEGAL AND RELATED FEES: The amount(s) paid for title costs, e.g., abstract or title search, title examination, related notary fees, title insurance policy; costs of preparing conveyance documents and contracts; costs of making surveys, preparing drawings or plats when required for legal financing purposes; recording and transfer charges, etc.	\$	\$
25. MISCELLANEOUS COSTS: Amounts paid in connection with sale of the former residence and/or purchase of the new residence. These expenses (except item a. below) are normally paid by the purchaser; however, depending on local custom and practice, the seller may be required to pay some of them.		
a. PREPAYMENT CHARGE: The amount required in the mortgage (or other mortgage security instrument) as a fee paid for loan repayment; or if not specifically required by the mortgage instrument, the prepayment amount paid. The amount is limited to 3 months prevailing interest on the loan balance.	\$	
b. LENDER'S APPRAISAL FEE: The amount paid for the mortgagee or lender's charge for residence appraisal.		\$
c. FHA OR VA APPLICATION FEE	\$	\$
d. CERTIFICATION FEE: The amount paid for any required certification as to the structural soundness or physical condition of the property, e.g., lender's inspection fee, pest inspection, radon test, etc., if required by the mortgagee and/or lender, FHA or VA.	\$	\$
e. CREDIT REPORT FEE: The amount paid for the credit or factual data report on the buyer, if required by mortgagee and/or lender, FHA or VA.	\$	\$
f. MORTGAGE TITLE POLICY FEE: The amount paid for mortgage, or lender's, title insurance only. A mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy are NOT reimbursable expenses.	\$	\$
g. ESCROW AGENT'S FEE: The amount paid to an escrow agent, title, company, or similar entity used to close a real estate transaction.	\$	\$
h. CITY/COUNTY/STATE TAX STAMPS	\$	\$
i. SALES OR TRANSFER TAXES; MORTGAGE TAX	\$	\$
26. OTHER INCIDENTAL EXPENSES: This includes other expenses that are reasonable and customary charges or fees paid as may be authorized and not properly included in the items listed above. Incidental expenses must be itemized and explained. Attach a separate sheet, if necessary.	\$ 175.00	\$
27. TOTAL COSTS INCURRED AND PAID FOR THE SALE OF THE FORMER RESIDENCE AT THE OLD DUTY STATION (Column (1). See Footnotes 1 and 3)	\$ 3,668.00	
28. TOTAL COSTS INCURRED AND PAID FOR THE PURCHASE OF THE NEW RESIDENCE AT THE NEW DUTY STATION (Column (2). See Footnotes 2 and 3)		\$
<p>NOTE: Costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. No fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321, and Regulation Z issued by the Board of Governors of the Federal Reserve System.</p> <p>FOOTNOTES:</p> <p>1. The total amount of expenses which may be reimbursed is this amount, but it shall not exceed 10% of the sale price of the residence at the old duty station.</p> <p>2. The total amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of the purchase price of a residence at the new duty station.</p> <p>3. If property is a multiple family unit type (excluding condominium) expenses will be prorated and allowed for the employee's residence unit only.</p>		



and Urban Development

CLOSING STATEMENT OF REAL ESTATE

9. Type of Loan

1. ☒ 1st 2. ☐ 2nd 3. ☐ 3rd 4. ☐ 4th 5. ☐ 5th 6. ☐ 6th 7. ☐ 7th 8. ☐ 8th 9. ☐ 9th 10. ☐ 10th 11. ☐ 11th 12. ☐ 12th 13. ☐ 13th 14. ☐ 14th 15. ☐ 15th 16. ☐ 16th 17. ☐ 17th 18. ☐ 18th 19. ☐ 19th 20. ☐ 20th 21. ☐ 21st 22. ☐ 22nd 23. ☐ 23rd 24. ☐ 24th 25. ☐ 25th 26. ☐ 26th 27. ☐ 27th 28. ☐ 28th 29. ☐ 29th 30. ☐ 30th 31. ☐ 31st 32. ☐ 32nd 33. ☐ 33rd 34. ☐ 34th 35. ☐ 35th 36. ☐ 36th 37. ☐ 37th 38. ☐ 38th 39. ☐ 39th 40. ☐ 40th 41. ☐ 41st 42. ☐ 42nd 43. ☐ 43rd 44. ☐ 44th 45. ☐ 45th 46. ☐ 46th 47. ☐ 47th 48. ☐ 48th 49. ☐ 49th 50. ☐ 50th 51. ☐ 51st 52. ☐ 52nd 53. ☐ 53rd 54. ☐ 54th 55. ☐ 55th 56. ☐ 56th 57. ☐ 57th 58. ☐ 58th 59. ☐ 59th 60. ☐ 60th 61. ☐ 61st 62. ☐ 62nd 63. ☐ 63rd 64. ☐ 64th 65. ☐ 65th 66. ☐ 66th 67. ☐ 67th 68. ☐ 68th 69. ☐ 69th 70. ☐ 70th 71. ☐ 71st 72. ☐ 72nd 73. ☐ 73rd 74. ☐ 74th 75. ☐ 75th 76. ☐ 76th 77. ☐ 77th 78. ☐ 78th 79. ☐ 79th 80. ☐ 80th 81. ☐ 81st 82. ☐ 82nd 83. ☐ 83rd 84. ☐ 84th 85. ☐ 85th 86. ☐ 86th 87. ☐ 87th 88. ☐ 88th 89. ☐ 89th 90. ☐ 90th 91. ☐ 91st 92. ☐ 92nd 93. ☐ 93rd 94. ☐ 94th 95. ☐ 95th 96. ☐ 96th 97. ☐ 97th 98. ☐ 98th 99. ☐ 99th 100. ☐ 100th

10. Note: This form is furnished to you for a statement of account settlement costs. Amounts paid to and by the settlement agent are shown. Items marked (P.C.C.) were paid outside the closing they are shown here for information purposes and are not included in the total.

C. Name and Address of Borrower
C. S. SMITH

E. Name and Address of Seller
JOHN A. DOE

F. Name and Address of Lender
ABC BANK
SOMEWHERE, USA

G. Property Location
[REDACTED]

H. Settlement Agent
MATT CROW ATTORNEY AT LAW
Place of Settlement
[REDACTED]

I. SUMMARY OF BORROWER'S TRANSACTION:

101. GROSS AMOUNT DUE FROM BORROWER	102. GROSS AMOUNT DUE TO SELLER
101.1 Contract sales price	49,900.00
101.2 Personal property	
101.3 Settlement charges to borrower (line 100)	1,085.85
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J. SUMMARY OF SELLER'S TRANSACTION:

201. GROSS AMOUNT DUE FROM BORROWER	202. GROSS AMOUNT DUE TO SELLER
201.1 Contract sales price	49,900.00
201.2 Personal property	
201.3 Settlement charges to borrower (line 100)	1,085.85
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K. SUMMARY OF SELLER'S TRANSACTION:

301. GROSS AMOUNT DUE FROM BORROWER	302. GROSS AMOUNT DUE TO SELLER
301.1 Contract sales price	49,900.00
301.2 Personal property	
301.3 Settlement charges to borrower (line 100)	1,085.85
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L. SUMMARY OF SELLER'S TRANSACTION:

401. GROSS AMOUNT DUE FROM BORROWER	402. GROSS AMOUNT DUE TO SELLER
401.1 Contract sales price	49,900.00
401.2 Personal property	
401.3 Settlement charges to borrower (line 100)	1,085.85
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M. SUMMARY OF SELLER'S TRANSACTION:

501. GROSS AMOUNT DUE FROM BORROWER	502. GROSS AMOUNT DUE TO SELLER
501.1 Contract sales price	49,900.00
501.2 Personal property	
501.3 Settlement charges to borrower (line 100)	1,085.85
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N. SUMMARY OF SELLER'S TRANSACTION:

601. GROSS AMOUNT DUE FROM BORROWER	602. GROSS AMOUNT DUE TO SELLER
601.1 Contract sales price	49,900.00
601.2 Personal property	
601.3 Settlement charges to borrower (line 100)	1,085.85
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US Army Corps
of Engineers
Alaska District



SETTLEMENT STATEMENT
PAGE 2

CLOSING STATEMENT ON REAL ESTATE SALE (PAGE 2)

SETTLEMENT CHARGES		FILE NO. 1	PAID FROM BORROWER'S FUNDS AT SETTLEMENT	PAID FROM SELLER'S FUNDS AT SETTLEMENT
TOTAL SALESPROKER'S COMMISSION BASED ON SPREAD		49,900.00 @ 7.00	3,493.00	
Division of Commissioner (line 7001) as follows:				
701.1	1,746.50 to CREDITLY BANK			
702.1	1,746.50 to C-21 SOUTHERN HOMES			3,493.00
703. Conveyance cost of Settlement				
704.				
800. ITEMS PAYABLE IN CONNECTION WITH LOAN		P.O.C. ITEMS		
801. Loan Origination Fee	1 % CTX MORTGAGE COMPANY			508.98
802. Loan Disclosure	%			
803. Address Fee	30 RTT, BARLEY	2508		250.00
804. Credit Report	10 CTX MORTGAGE COMPANY	508		50.00
805. Lender's Inspection Fee	10 CTX MORTGAGE COMPANY			20.00
806. Mortgage Application Fee	10			
807. Assignment Fee	10			71.00
808. TAX SERVICE FEE	CTX MORTGAGE COMPANY			15.00
809. CREDIT FEE	CTX MORTGAGE COMPANY			50.00
810. UNDERWRITING FEE	CTX MORTGAGE COMPANY			
811.				
900. ITEMS REQUIRED BY LENDER TO BE PAID IN ADVANCE				
901. Interest from 04/24/95 to 05/01/95 @ 12.55	100% 7 Days		57.85	
902. Mortgage Insurance Premium for MTP	10 CTX MORTGAGE COMPANY		998.00	
903. Mortgage Insurance Premium for ONYS	10 NATIONWIDE			714.00
904.				
905.				
1000. RESERVES DEPOSITED WITH LENDER FOR				
1001. Interest Insurance	2 mo. @ 26.17 mo.			52.34
1002. Mortgage Insurance	mo. @ mo.			
1003. City Property Taxes	mo. @ mo.			
1004. County Property Taxes	7 mo. @ 42.51 mo.			297.57
1005. Annual Assessments	mo. @ mo.			
1006.	mo. @ mo.			
1007.	mo. @ mo.			
1008.	mo. @ mo.			
1100. TITLE CHARGES				
1101. Secretary of State Fee	10			
1102. Abstract of Title Search	10			
1103. Title Insurance	10			
1104. Title Insurance Binder	10			
1105. Document Preparation	10 MATT CROW ATTORNEY			100.00
1106. Notary Fees	10			
1107. Attorney's Fees	10 MATT CROW ATTORNEY			150.00
(Including above items fee: 1103)				
1108. Title Insurance	10 ARBOUR TITLE INSURANCE			212.50
(Including above items fee: 1104)				
1109. Lender's coverage 1	50,898.00			
1110. Owner's coverage 2	49,900.00			212.50
1111. EXPRESS PAY-OFF	DIRECT EXPRESS			10.00
1112. RECORD ASSIGNMENT	CTX MORTGAGE COMPANY			6.00
1113.				
1200. GOVERNMENT RECORDING AND TRANSFER CHARGES				
1201. Recording Fee:	Deed \$ 10.00; Mortgage \$ 15.00; Release \$ 5.00			30.00
1202. Circularity Reference:	Deed \$ 185.00; Mortgage \$			185.00
1203. State Taxation:	Deed \$; Mortgage \$			
1204.				
1205.				
1300. ADDITIONAL SETTLEMENT CHARGES				
1301. Survey	10 SIMPLE SURVEYING			195.00
1302. Pest Inspection	10 CENTURY PEST CONTROL			75.00
1303. TREATMENT	CENTURY PEST CONTROL			800.00
1304. REPAIRS	PETER S. HUNT CONSTRUCTION			920.00
1305.				
1400. TOTAL SETTLEMENT CHARGES (enter on lines 101 and 902, Sections J and K)			3,085.85	7,505.79

NOTE: Items are the ones on the DD-17 do NOT need circle then here, this is on this exam to help you which expenses allowable.

COMPLETION: I have carefully reviewed the foregoing RESPA Settlement Statement, Pages 1 and 2, and to the best of my knowledge and belief, it is a true and correct statement of all charges and disbursements made by me or by me in the settlement. I further certify that I have received a true and correct copy of this Settlement Statement.

John A. Doe

To the extent of the knowledge, the RESPA Settlement Statement certifies I have executed it as a true and accurate statement of the facts which were submitted and have been or will be completed by the completion of the settlement of this transaction.

4/24/97

RESPA, 103 4302.2 - REV. HUD-1 (09/95)



US Army Corps
of Engineers
Alaska District



TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.																																																																																												
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Split Disbursement: Amount to Government Payment by Check <input type="checkbox"/> Travel Charge Card \$																																																																																																
2. NAME (Last, First, Middle Initial) (Print or type) DOE, JOHN A.		3. GRADE GS-11	4. SSN 000-00-0000		5. TYPE OF PAYMENT (X as applicable) <input type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input checked="" type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA																																																																																											
6. ADDRESS. a. NUMBER AND STREET 22 SPECIAL WAY		b. CITY FAIRBANKS		c. STATE AK	d. ZIP CODE 99999																																																																																											
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7. DAYTIME TELEPHONE NUMBER & AREA CODE (907) 353-1111		8. TRAVEL ORDER NUMBER 222222J4		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES																																																																																												
11. ORGANIZATION AND STATION CEPOA FAIRBANKS, AK				a. D.O. VOUCHER NUMBER																																																																																												
12. DEPENDENT(S) (X and complete as applicable) <input checked="" type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				b. SUBVOUCHER NUMBER																																																																																												
13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)				c. PAID BY																																																																																												
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				d. COMPUTATIONS																																																																																												
15. ITINERARY <table border="1"><thead><tr><th>a. DATE</th><th>b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)</th><th>c. MEANS/ MODE OF TRAVEL</th><th>d. REASON FOR STOP</th><th>e. LODGING COST</th><th>f. POC MILES</th></tr></thead><tbody><tr><td>DEP</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>ARR</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>DEP</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>ARR</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>DEP</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>ARR</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>DEP</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>ARR</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>DEP</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>ARR</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>DEP</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>ARR</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>DEP</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>ARR</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>				a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	DEP						ARR						DEP						ARR						DEP						ARR						DEP						ARR						DEP						ARR						DEP						ARR						DEP						ARR						e. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due		
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18. REIMBURSABLE EXPENSES <table border="1"><thead><tr><th>a. DATE</th><th>b. NATURE OF EXPENSE</th><th>c. AMOUNT</th><th>d. ALLOWED</th></tr></thead><tbody><tr><td>2/25/02</td><td>REAL ESTATE PURCHASE</td><td>1641.00</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>						a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	2/25/02	REAL ESTATE PURCHASE	1641.00																																																																																				
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19. GOVERNMENT/DEDUCTIBLE MEALS <table border="1"><thead><tr><th>a. DATE</th><th>b. NO. OF MEALS</th><th>a. DATE</th><th>b. NO. OF MEALS</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>						a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS																																																																																							
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21.a. APPROVING OFFICER SIGNATURE				b. DATE																																																																																												
22. ACCOUNTING CLASSIFICATION SAMPLE REAL ESTATE PURCHASE																																																																																																
23. COLLECTION DATA																																																																																																
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID																																																																																											



REIMBURSEMENT FOR REAL ESTATE SALE AND/OR PURCHASE CLOSING COST EXPENSES (DoD Civilian Employees when transferring due to Permanent Change of Station (PCS))					
PRIVACY ACT STATEMENT AUTHORITY: 5 USC 5724 and EO 9397 (SSN). PRINCIPAL PURPOSE(S): Used by DoD civilian employees to request reimbursement of real estate expenses related to the sale and/or purchase of their primary residence due to a permanent change in their duty stations. ROUTINE USE(S): None. DISCLOSURE: Voluntary; however, completion of this form is necessary before reimbursement may be authorized and expenses paid. The personal information requested is needed to identify the employee.					
EMPLOYEE INSTRUCTIONS 1. Prepare an original and one copy of the Reimbursement for Real Estate Sale and/or Purchase, DD Form 1705. Complete all blocks in Parts I, II, or III and enter all applicable amounts and totals in Columns (1) and (2) of Part V, on the back of this form. 2. Attach one complete set of required supporting documents, e.g., sales agreement between buyer and seller, settlement statement, etc. <u>Please submit copies as the documents are not returned.</u> Sign and date in the applicable Employee Certification block. 3. Submit Travel Voucher or Subvoucher, DD Form 1351-2, along with the original DD Form 1705 and copies of supporting documents to your personnel office. <u>Retain a copy of this claim application and the originals of all supporting documents for your personal files.</u>					
PART I - EMPLOYEE INFORMATION					
1. NAME (Last, First, Middle Initial) DOE, JOHN A.		2. SOCIAL SECURITY NO. 000-00-0000		3. MAILING ADDRESS (Include ZIP Code) 22 SPECIAL WAY, FAIRBANKS, AK	
4. WAS A REAL ESTATE CLAIM PREVIOUSLY SUBMITTED FOR EXPENSES FOR THIS PCS TRANSFER? (X one)					
<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO			
PART II - TRANSFER INFORMATION					
5. YOUR NOTIFICATION DATE OF THIS TRANSFER (YYYYMMDD) 20011225		6. OLD DUTY STATION LOCATION SEATTLE, WA		7. NEW DUTY STATION LOCATION FAIRBANKS, AK	
8. TRAVEL AUTHORIZATION DATE (YYYYMMDD) 20011227		9. DATE TRANSPORTATION AGREEMENT SIGNED (YYYYMMDD) 20011226		10. DATE REPORTED FOR DUTY AT NEW DUTY STATION (YYYYMMDD) 20020105	
PART III - RESIDENCE INFORMATION					
11. COMPLETE RESIDENCE ADDRESS (Include apartment number and ZIP Code)		a. PROPERTY AT OLD DUTY STATION		b. PROPERTY AT NEW DUTY STATION	
				22 SPECIAL WAY, FAIRBANKS, AK	
12. NUMBER OF DWELLING UNITS				1	
13. CLOSING OR SETTLEMENT DATE (YYYYMMDD)				20020225	
14. SALE AND/OR PURCHASE PRICE		\$		\$ 116,500.00	
15. TOTAL EXPENSES CLAIMED		\$		\$ 1,641.00	
EMPLOYEE CERTIFICATION(S)					
16. SALE OF OLD RESIDENCE I certify that the amounts claimed in Part V in conjunction with the above sale represent only amounts actually paid by me, that title to the property was in my name and/or a member of my immediate family, and that this was my primary residence when I was first definitely informed of my transfer.		17. PURCHASE OF NEW RESIDENCE I certify that the amounts claimed in Part V in conjunction with the above purchase represent only amounts actually paid by me, and that title to the property is in my name and/or a member of my immediate family and is my new primary residence.			
a. EMPLOYEE SIGNATURE		b. DATE (YYYYMMDD)		a. EMPLOYEE SIGNATURE	
				b. DATE (YYYYMMDD)	
PART IV - MANAGEMENT APPROVAL INFORMATION					
18. SALE EXPENSES The sale expenses claimed in Part V are approved as being reasonable in amount and customarily paid by a seller in the locality where the property is located. <input type="checkbox"/> AS CLAIMED <input type="checkbox"/> AS REDUCED (See attached memo)		19. PURCHASE EXPENSES The purchase expenses claimed in Part V are approved as being reasonable in amount and customarily paid by a buyer in the locality where the property is located. <input type="checkbox"/> AS CLAIMED <input type="checkbox"/> AS REDUCED (See attached memo)		20. PAYMENT APPROVAL BY NEW DUTY STATION Payment of this claim is approved in the amount of: \$ _____ If amount approved is less than amount claimed, see attached memo.	
a. SIGNATURE		b. DATE (YYYYMMDD)		a. SIGNATURE	
				b. DATE (YYYYMMDD)	
c. TITLE		c. TITLE		c. TITLE	



PART V - EXPENSES INCURRED AND PAID IN SELLING RESIDENCE AT OLD DUTY STATION AND/OR PURCHASING RESIDENCE AT NEW DUTY STATION		
EXPENSE ITEM AND EXPLANATION	TOTAL AMOUNTS PAID	
	(1) SALE EXPENSES FOR FORMER RESIDENCE AT OLD DUTY STATION	(2) PURCHASE EXPENSES FOR NEW RESIDENCE AT NEW DUTY STATION
21. SALES/BROKER'S COMMISSION FEES: The sales commission paid to a broker or real estate agent for selling former residence. Includes fees for listing a residence and payment for multiple listing service, when not included in the commission paid to the broker or agent.	\$	
22. ADVERTISING FEES: Expenses paid for newspaper and other advertising when a direct sale is made without using the services of a real estate broker or real estate agent.	\$	
23. APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence.	\$	
24. LEGAL AND RELATED FEES: The amount(s) paid for title costs, e.g., abstract or title search, title examination, related notary fees, title insurance policy; costs of preparing conveyance documents and contracts; costs of making surveys, preparing drawings or plats when required for legal financing purposes; recording and transfer charges, etc.	\$	\$ 400.00
25. MISCELLANEOUS COSTS: Amounts paid in connection with sale of the former residence and/or purchase of the new residence. These expenses (except item a. below) are normally paid by the purchaser; however, depending on local custom and practice, the seller may be required to pay some of them.		
a. PREPAYMENT CHARGE: The amount required in the mortgage (or other mortgage security instrument) as a fee paid for loan repayment; or if not specifically required by the mortgage instrument, the prepayment amount paid. The amount is limited to 3 months prevailing interest on the loan balance.	\$	
b. LENDER'S APPRAISAL FEE: The amount paid for the mortgagee or lender's charge for residence appraisal.		\$
c. FHA OR VA APPLICATION FEE	\$	\$
d. CERTIFICATION FEE: The amount paid for any required certification as to the structural soundness or physical condition of the property, e.g., lender's inspection fee, pest inspection, radon test, etc., if required by the mortgagee and/or lender, FHA or VA.	\$	\$
e. CREDIT REPORT FEE: The amount paid for the credit or factual data report on the buyer, if required by mortgagee and/or lender, FHA or VA.	\$	\$ 55.00
f. MORTGAGE TITLE POLICY FEE: The amount paid for mortgage, or lender's, title insurance only. A mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy are NOT reimbursable expenses.	\$	\$
g. ESCROW AGENT'S FEE: The amount paid to an escrow agent, title, company, or similar entity used to close a real estate transaction.	\$	\$
h. CITY/COUNTY/STATE TAX STAMPS	\$	\$ 262.50
i. SALES OR TRANSFER TAXES; MORTGAGE TAX	\$	\$
26. OTHER INCIDENTAL EXPENSES: This includes other expenses that are reasonable and customary charges or fees paid as may be authorized and not properly included in the items listed above. Incidental expenses must be itemized and explained. Attach a separate sheet, if necessary.	\$	\$ 923.50
27. TOTAL COSTS INCURRED AND PAID FOR THE SALE OF THE FORMER RESIDENCE AT THE OLD DUTY STATION (Column (1). See Footnotes 1 and 3)	\$	
28. TOTAL COSTS INCURRED AND PAID FOR THE PURCHASE OF THE NEW RESIDENCE AT THE NEW DUTY STATION (Column (2). See Footnotes 2 and 3)		\$ 1,641.00

NOTE: Costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. No fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321, and Regulation Z issued by the Board of Governors of the Federal Reserve System.

FOOTNOTES:

1. The total amount of expenses which may be reimbursed is this amount, but it shall not exceed 10% of the sale price of the residence at the old duty station.
2. The total amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of the purchase price of a residence at the new duty station.
3. If property is a multiple family unit type (excluding condominium) expenses will be prorated and allowed for the employee's residence unit only.



A. Settlement Statement

U.S. Department of Housing
and Urban Development

CLOSING STATEMENT ON REAL
ESTATE PURCHASE (PAGE 1)

B. Type of Loan

1. ☐ FHA 2. ☐ FmHA 3. ☐ Conv. Unit
4. ☐ VA 5. ☐ Conv. Inv.

6. File Number

7. Loan Number

8. Mortgage Insurance Case Number

C. Note: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.u.c.)" were paid outside the closing; they are shown here for informational purposes and are not included in the total.

D. Name and Address of Borrower

JOHN A DOE

E. Name and Address of Seller

JTM BROWN

F. Name and Address of Lender

XYZ BANK

G. Property Location

H. Settlement

JEFF SMITH

Attorney

Place of Settlement

I. Settlement Date

J. Summary of Borrower's Transaction

101. Gross Amount Due From Borrower

102. Contract sales price

116,500.00

103. Personal property

104. Settlement charges to borrower (line 1403)

2,988.27

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K. Summary of Seller's Transaction

401. Gross Amount Due To Seller

402. Contract sales price

116,500.00

403. Personal property

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129. Total Paid By/For Borrower

97,482.64

130. Cash At Settlement From/To Borrower

131. Gross Amount due from borrower (line 129)

119,488.27

132. Less amounts paid by/for borrower (line 129)

(97,482.64)

133. Cash

From

To

Borrower

22,005.57

134. Total Reduction Amount Due Seller

100,228.89

135. Cash At Settlement To/From Seller

136. Gross amount due to seller (line 401)

116,500.00

137. Less reductions in amt. due seller (line 402)

(100,228.89)

138. Cash

To

From

Seller

16,271.11

REMARKS FOR 1099 SELLER STATEMENT

The information contained in Blocks 2, G, H, and I, and on line 401 (or, if line 401 is asterisked, lines 403 and 404) is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction will be imposed on you if this item is required to be reported and the IRS determines that it has not been reported.



CLOSING STATEMENT FOR REAL ESTATE PURCHASE (PAGE 2)

100. Total Sales/Broker's Commission based on price \$				Paid From Borrower's Funds at Settlement	Paid From Seller's Funds at Settlement
101. Division of Commission (see 200) as follows:					
101.1	to				
101.2	to				
102. Other charges paid at Settlement					
103. Items Available in Connection With Loan					
103.1	Loan Origination Fee	1.00	to XYZ Bank	873.50	
103.2	Loan Discount	.125	to COAST Fin. Inc.	109.18	
103.3	Account Fee (conventional)		to T DEAT \$250.00 POC		
103.4	Checkbook		to COAST Fin. Rep \$55.00 POC		
103.5	Lender's Institution Fee			50.00	
103.6	Mortgage Insurance Application Fee to (NA & FHA)				
103.7	Service Charge Overnight Fee			10.00	
103.8					
103.9	GA Residential Mtc. Per Loan Fee to		COAST Fin.	6.50	
103.10	Underwriting Fee			150.00	
103.11	Tax Service Fee			62.00	
104. Items Received By Lender To Be Paid In Advance					
104.1	Interest from 2/11/94 to 3/11/94 @ \$17.350	per month		312.37	
104.2	Mortgage Insurance Premium for	months to			
104.3	Hazard Insurance Premium for \$332.00 POC	1 year to State Farm			
104.4	Flood Ins. Premium \$256.00 POC	1 year to State Farm			
104.5					
105. Reserves Deposited With Lender					
105.1	Hazard Insurance	7 months @ \$ 28.17	per month	56.34	
105.2	Mortgage Insurance	months @ \$	per month		
105.3	City property taxes	months @ \$	per month		
105.4	County property taxes	7 months @ \$ 95.07	per month	672.43	
105.5	Annual assessments	months @ \$	per month		
105.6	Flood Insurance	2 months @ \$ 21.33	per month	42.66	
105.7		months @ \$	per month		
105.8		months @ \$	per month		
110. Title Charges					
110.1	Settlement or closing fee	\$			
110.2	Abstract or title search	\$			
110.3	Title examination	\$			
110.4	Title insurance binder	\$			
110.5	Document preparation	\$			
110.6	Notary fees	\$			
110.7	Attorney's fees	\$		450.00	
(includes above items numbers)					
110.8	Title Insurance	to Old Republic Natl.		199.80	
(includes above items numbers)					
110.9	Lender's coverage	\$ 87,350.00			
111.1	Owner's coverage	\$			
111.2					
111.3					
120. Government Recording and Transfer Charges					
120.1	Recording fees: Deed \$ 14.00 ; Mortgage \$ 10.00 ; Release \$ 5.00			26.00	17.00
120.2	City/County recording: Deed \$; Mortgage \$				
120.3	State notations: Deed \$ 116.50 ; Mortgage \$ 262.50			262.50	116.50
120.4					
120.5					
130. Additional Settlement Charges					
130.1	Survey to SMITH & ASSOC			150.00	
130.2	Post inspection to				340.00
130.3					
130.4					
130.5					
140. Total Settlement Charges (refer to lines 103, Section J and 102, Section K)				2,983.21	918.50

I have carefully reviewed the HUD-1 Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements properly accounted for in this transaction. I further certify that I have received a copy of HUD-1 Settlement Statement.

John A. Doe

Seller's

Seller's

The HUD-1 Settlement Statement which I have prepared is a true and accurate account of this transaction. I have caused or will cause the funds to be disbursed in accordance with this statement.

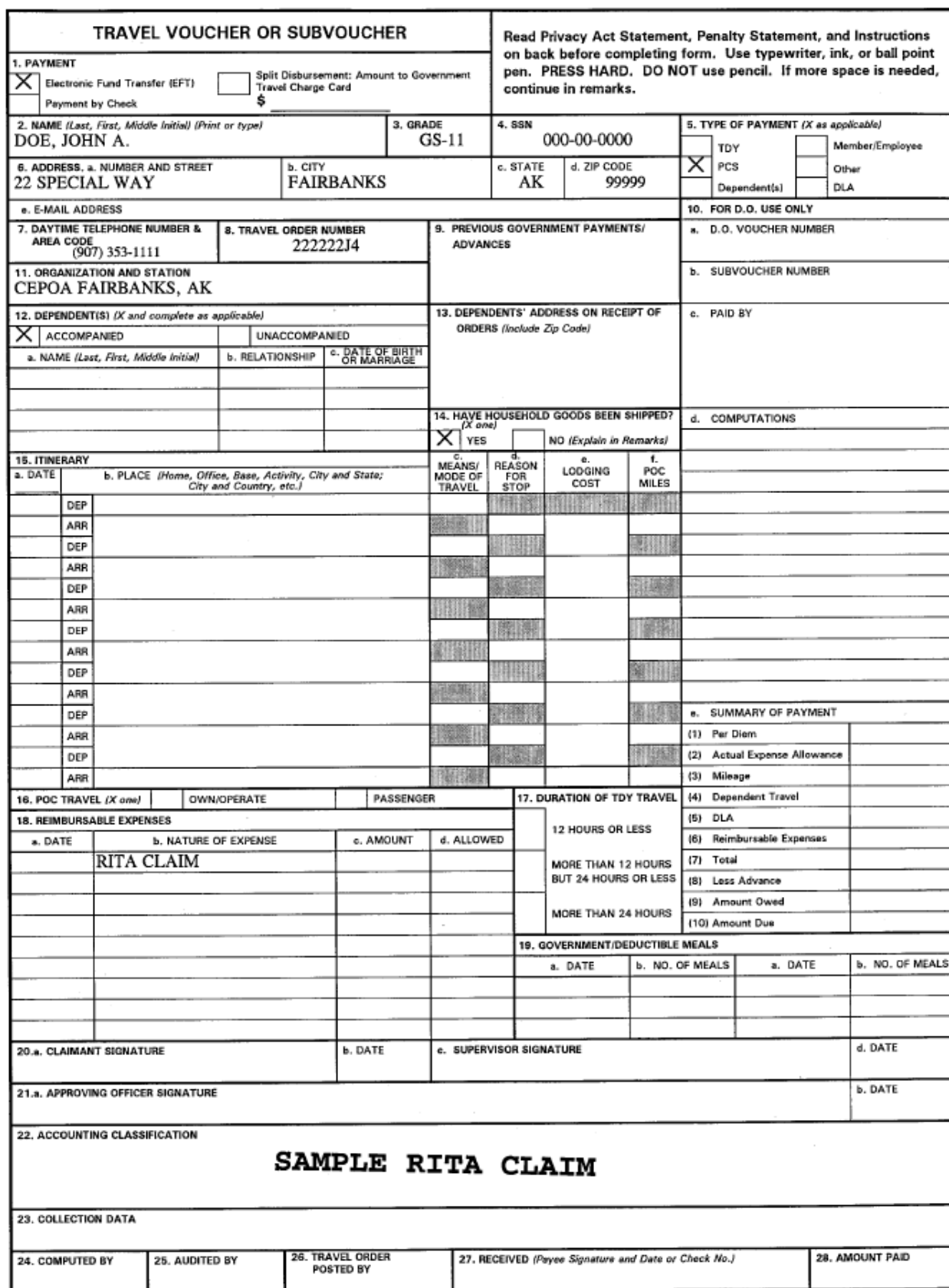
Settlement Agent

Date

3/15/97

WARNING: It is a crime to knowingly make any statement to the United States on this or any other similar form. Penalties upon conviction can include a fine or imprisonment. For details see Title 18 U.S. Code Section 1001 and Section 1003.

NOTE: Items ci
are the ones l
on the DD-1709
do NOT need to
them as shown
this is done c
sample just to
tyou see which
are allowable.





**US Army Corps
of Engineers**
Alaska District

